

**Minutes of the Meeting of Kirby Cane & Ellingham Parish Council on Monday, 16th
March 2020 at 7.30pm in the Memorial Hall, Kirby Cane**

Present:

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

Also the clerk to the council, Jane Love, District Councillor Brendon Bernard and five members of the public.

1. To receive apologies for absence:

County Councillor Margaret Stone had sent her apologies, along with Cllr John Cook – in his absence vice chairman Michael Skipper chaired the meeting, and thanked those who had attended.

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

Michael Skipper was a trustee 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.

3. To approve the minutes of the meeting of 13^h January 2020:

The minutes of the Parish Council meeting on 13th January were agreed to be correct and were signed by the chairman.

4. To report matters arising from the minutes of the meeting on 13th January 2020:

The meeting was advised that there was to be a new landlord at the village shop, but the current tenant would remain in place so there would be no practical change; Possible speed reduction on A143 - the clerk had contacted NCC again and the officer had arranged for the ladder hatching to be refreshed at the same time as new slow markings are put in place; she had also contacted the police regarding speed control – the police officer was on paternity leave so the clerk hoped to hear more from the replacement, although given the current circumstances that was possibly unlikely; The clerk had invited all the local organisations to the Annual Parish Meeting on 20th April, which was on the agenda for later in the meeting; The chairman, vice-chairman and clerk had met with the clerk of Gillingham about overgrown hedges along Old Yarmouth Road, and had also got highways involved to try to resolve the situation. Highways would remove two obstructions (which councillors advised had been done), and would follow up with the overgrown hedges when the bird nesting season was over, as there was now a possibility that landowners could be fined for cutting hedges; The clerk had reported the broken steps from the railway bridge to the footpath – the flight had been closed and a repair/replacement had been promised within six months, but hopefully this may be completed sooner; The clerk had also reported flooding on Loddon Road, Kirby Cane, which had been referred to the landowner who was now dealing direct with NCC; A resident had also reported flooding on Old Yarmouth Road which the clerk had referred to NCC and had been advised was on the list for repair.

5. Opportunity for public participation:

A resident commented that the litter bin that was proposed for the Ellingham sluice area would be much supported, and was greatly needed during the summer months. District Cllr Bernard read from a briefing district councillors had received that evening regarding emerging measures to support residents during the developing coronavirus situation, such as accessing the hardship fund which had been made available by the government. More information would be available as soon as possible.

A Geldeston resident informed the meeting that his parish had formed a community resilience hub, and he would use the Tidings magazine – <https://tidings-norfolk.org> - to try to publicise assistance etc that was available across the nearby communities.

6. To discuss correspondence:

- 6a. The Big South Norfolk Litter Pick – this scheme runs until 31st May, and enables participating community groups to join a draw for £200, and earn a £20 voucher to spend in their community [this has now been suspended due to coronavirus];
- 6b. The steps that joined the road at the top of Church Road by the old railway bridge to the footpath that runs across the field back towards Mill Lane (Ellingham FP3) had been closed because they were in such a dangerous condition. A six-month timeframe for repair/replacement had been given, but hopefully this would happen more quickly;
- 6c. The latest police report was on the website;
- 6d. Councillors agreed to give a donation of £25 to the Priscilla Bacon Hospice and a further £25 to the East Anglia Children's Hospices.
- 6e. The council had received several reports of highways defects, which would be detailed later on the agenda;
- 6f. The council had received information about the public consultation on the Greater Norwich Local Plan, which had been circulated to councillors and put up on the main noticeboard. The consultation had closed that day;
- 6g. The council had received notification that the Neighbourhood Area for Mettingham, Barsham, Shipmeadow, Ringsfield and Weston had been designated by East Suffolk Council on 3rd March 2020. The decision notice was on the website. This was the first formal stage in preparing a Neighbourhood Development Plan for this group of parishes;
- 6h. Two emails had arrived from the new local vicar regarding measures to combat coronavirus being initiated by the church, and also arrangements for distributing food and medicines;
- 6i) There had been a request for information about the village for the South Norfolk Village Clusters Housing Allocations document, asking for details of shops, village halls, employment opportunities, etc to gauge the suitability and sustainability of communities for future development;
- 6j) Notification had been received of the consultation on the Norwich Western Link, which was open from 6 April to 11 May.

7. To consider renewal of the council's subscription to Norfolk Parishes Training & Support:

Councillors resolved to join NPTS for a further year at a cost of £110.25.

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

The clerk had submitted a claim for VAT for the current financial year for £1387.64; The allotment society had requested that the grant of £200 that the council had kindly granted to them should be spent on a strimmer and any additional money left over from the grant should go on servicing a lawnmower that the society had been gifted by a villager, and councillors agreed that the grant should be spent in this way;

The council had been notified of an increase in employer contribution rates for the clerk's pension over the next three years, which would be 23% for 2020/21, 23.5% for 2021/22 and 24% for 2022/23, and the chairman signed the acknowledgement letter; Councillors agreed payment of the list of cheques presented by the clerk and the chairman checked the reconciliation and bank statements;

Financial Report:

Balance b/f at 13th January 2020 £ 45,097.15

Credits:

Newgate Allotment Society	Rent 2019/20	£	175.00
Cash	Proceeds of quiz night, 22/2/20	£	540.00
Sub-total of credits		£	715.00

Cancelled cheque:

East Coast Event Facilities Toilet provision, Easter 2019 £ 130.00

Payments to be agreed:

IMON Site Ltd	January + February grasscutting	£240.00
KC Memorial Hall	Meetings 10/2 + 16/3	£20.00
Norfolk Parish Training & Support	Essential Update seminar, 11/3/20	£48.00
Norfolk Parish Training & Support	Subscription 2020/21	£110.25
Community Action Norfolk	Subscription 2020/21	£20.00
Andy's Pest Services	Mole control Oct-Dec 2019	£48.00
Mr John Squire	Re-issue of cheque for Easter 2019 toilet provision at playground	£130.00
Norfolk Pension Fund	Clerk's pension contribs Feb/Mar	£281.50
Jane Love	Clerk's salary Feb/Mar	£950.04
	Clerk's travel expenses	£22.95
	Clerk's use of home	£36.00
Sub-total of payments		£ 1,906.74

Balance c/f at 16th March 2020 £ 44,035.41 *

**This total includes £2500 reserve towards the cost of a future election, £6000 in general reserves, £500 legal & professional reserve, £1000 contingency reserve, £300 unspent Ellingham Football Club grant, £197.09 remaining of grant to the Memorial Hall to end financial year 2019/20 and £20800 for the footway lights*

*** clerk has paid tax for February & March direct to HMRC*

9. Policy review:

In preparation for the end of the financial year, councillors considered small amendments to the Financial Regulations and the Financial Risk Assessment, and Cllr Wright asked the clerk to put the SAM2 unit on the risk register. Standing Orders, Financial Regulations, Effectiveness of Internal Controls and Financial Risk Assessment were all adopted by the meeting.

10. To consider specific local issues:

- 10a. Highways issues – the footway light 012 in Newgate had been hit by a vehicle and there was now a gap where rain etc could get in. The clerk would report this to the maintenance contractor;
There was a deep hole in the footpath near to 50 and 52 Mill Road, Ellingham, which could be extremely dangerous for pedestrians – it had already been reported, but the clerk would report this again to Norfolk County Council;
Speed limit on A143 – councillors were disappointed at the lack of progress and asked to see the national guidance document that the council used to determine appropriate speed limits. The clerk was asked to forward the latest resident correspondence to

NCC, ask again for a meeting, and if necessary take the enquiry to the next level. In particular councillors were concerned about the number of residential and other access points onto the A143 along this stretch of road.

10b) **Parking at Ellingham School and the formation of a carpark committee -**

Cllr Skipper reported that there had been a very positive meeting with a representative of NCC highways, who was happy with all initial proposals, and undertook to check if the bushes near the junction were NCC property, if action was needed to take them out. Councillors resolved to form a committee with as many community representatives as possible.

10c) **The provision of a litter bin at Ellingham Mill Bridge -**

The clerk was in the process of working out how this could best be achieved, and where a bin should be placed. Councillors agreed up to £300 in interim expenditure, subject to consultation with the chairman and vice chairman, as well as expenditure of £5 per visit by Waveney Norse (Suffolk contractor) for emptying. Residents offered to monitor rubbish levels and advise the clerk when emptying was needed.

11. To receive a report on the allotments:

The Newgate Allotment Society had sent a report of the three bonfires carried out over the winter months in line with recent changes to the Allotment Rules & Regulations. The Society was thanked for its report and councillors were pleased that the new arrangements seemed to be working well, and were happy to approve the provision of the general waste bin during the summer months on a trial basis as previously discussed.

12. To receive a report on the SAM2 traffic control unit:

Cllr Wright reported that although there was no comparative data to work from as this was a new scheme for the village, it was disappointing to see that motorists were consistently speeding around the school, for example, to such an extent that the police could be asked to do speed control work in that area at any time. Cllr Wright was thanked for his report, and Cllr Lodge suggested that the school should be asked to do a project on signs, for example, asking motorists to slow down.

13. To consider arrangements for the Annual Parish Meeting on 20th April 2020:

Given the recent imposition of restrictions on meeting, it was highly likely that the Annual Parish Meeting could not go ahead as planned, but might be postponed until the next scheduled parish council meeting, on 18th May, which would also be the Annual Parish Council Meeting. As the situation was changing so rapidly councillors agreed to wait and see what happened in the next few weeks before making a firm decision.

14. To receive a report on the playground:

Cllr Lodge reported that if possible it would be good to replace the "rabbit rocker" in the coming year, and she also reported that the sensory equipment had been damaged again. She also mentioned that a summer project would be to rub down the rusting joints on the adult gym equipment as these needed repair and repainting.

15. To receive a report from the Playground Committee:

Cllr Pickering reported on the very successful quiz night that had been held in February, raising £540 towards the playground. There had been talk of another quiz at Easter, but this would depend on the current coronavirus situation. The committee had started to enquire about grants for the play tower, but as the carpark project would take precedence, this had been deferred to 2021. Saturday, 22nd August had been booked for another "Music in the Park" event, from midday to 10pm. The money from the quiz would be put towards rebuilding a wooden structure that had been gifted to the parish council for use on the playing field as a shelter, stage etc. The clerk was asked to book a portable toilet for the playground for the Easter holiday.

16. To consider any planning matters:

2019/2310: Red House Farm, Lugs Lane, Broome - Retrospective planning application for the re-use of a redundant farmyard as a depot for Waveney Surfacing Ltd had been approved with conditions. The resident who originally brought this to the council's attention hadn't seen the low-loader lorry recently, but aggregate lorries were still passing. Councillors asked the resident to keep an eye on the situation and report back to the clerk;

2019/2450: 61 Yarmouth Road Ellingham NR35 2PH, erection of garage, approved with conditions;

2020/0091: The Pines 70 Yarmouth Road Kirby Cane NR35 2PL, Extend existing driveway to include new exit – approved with conditions;

The removal of an ash tree at Ellingham Mill had been approved by The Broads Authority;

2020/0443: Waveney Wildfowl Park Yarmouth Road Ellingham Norfolk NR35 2TS
Proposal: Change of use from wild fowl breeding facility to fishing pond with associated engineering operations, formation of parking and onsite roadway with associated culverting. Comments on this application were invited by 1 April 2020.

Cllr Pickering declared an interest as a near neighbour and business that might benefit from the development. The clerk was asked to contact the agent to arrange a meeting at the site.

17. To receive items for information:

Councillors reported that the installation of the new vicar had been well-attended.

14. To receive items for the next agenda:

Coronavirus, carpark, year end 2019/20

15. Date of next meeting – provisionally Monday, 18th May, 7.30pm

There being no further business, the meeting closed at 21.28

Signed.....
Chairman

Dated.....