

Minutes of the Parish Council Meeting of the Kirby Cane & Ellingham Parish Council on Monday, 13th March, 2023 at 7pm in Kirby Cane Memorial Hall

Present:

John Cook Lesley Lodge Kerry Mallard Julie Pickering
Michael Skipper Iain Wright

and district councillor Chris Brown, the clerk to the council, Jane Love, and three members of the public.

1. To receive apologies for absence:

Apologies were accepted from councillor James Lally, County Cllr Barry Stone and District 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 Charities; 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 30th January 2023:

The minutes of the meeting on 30th 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 responded to the Reg 19 consultation on South Norfolk Council's VCHAP following consultation with councillors after the planning committee meeting on 20th February.

As directed the clerk had booked a toilet unit for Ellingham playing field during the Easter and Summer holidays, and had been informed that there had been a small increase on the quoted weekly hire rate, from £35/week to £35.50/week
Various other issues would be covered later in the agenda.

5. Opportunity for public participation:

A resident commented that the pavement works that were currently being carried out in the centre of the village appeared to be done to a better specification than previous works, and were not just a "cut and cover" of existing imperfections, etc.

District Cllr Chris Brown reported that there had been quite a bit going on at South Norfolk/Broadland, including the budget process for 2023/24, which had resulted in the council tax being frozen. At an extraordinary council meeting to discuss possible devolution, the majority of councillors had voted against the deal in its current form as they believed a better deal could be negotiated.

Cllr Brown urged the council to apply for a grant for the King's coronation (which was on the agenda) and also updated the councillors on progress on the district council's environmental strategy, including a net zero target for 2030, which he hoped should be finalised in the subsequent few weeks.

6. To discuss correspondence:

a) NCC has applied for what is described as a county deal, to achieve a greater level of autonomy which means that there would be more funding available from central government, and a six-week public consultation is currently underway;

b) Kirby Cane church had thanked the parish council for its grant for 2023/24, which will be paid out in April, the start of the new financial year;

c) the consultation on the part of the GNLP relating to Gypsy & Traveller sites had been extended to 5pm on 20 March;

d) the Big South Norfolk litterpick was launched on 13th March and would run until 30th June 2023 – guidance and equipment was offered by SNC, if there was a community group that would like to take part, and £20 was offered and a chance to enter a draw for a £200 prize for the community;

e) Cllr Wright had reported that the sign opposite the recycling centre was damaged, and the clerk had reported it to Highways;

f) the council had received an update on Norwich western link, which was largely that responsibility for the project had been assumed by a different county councillor.

7. To consider any planning matters:

a) 2023/0350 - Location: Crossways Bungalow Church Road Ellingham Norfolk NR35 2PZ, Proposal: Rear extension and internal alterations

Cllr Pickering declared her interest in this application and took no part in the discussion. This was an extension on the eastern side of the bungalow, and councillors had no objection to the application;

b) Various TPOs had been registered at Brook Farm, Kirby Cane.

8. To receive a report from the car park committee and consider expenditure on the review of the draft car park lease for the Ellingham United Charities:

Cllr Skipper reported that another archive talk had raised £80 towards the car park fund, and thanked the resident who organised the talk.

He further reported that the Ellingham United Charities was seeking their own advice regarding the draft lease, and councillors agreed the quoted expenditure of £210 + VAT per hour, as the parish council had undertaken to cover all the costs associated with the drawing up of the lease.

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

Councillors approved the annual subscription of £143.49 (less than 0.75% of precept total).

10. To consider the clerk's attendance at the NPTS seminar on 21st March 2023:

Councillors approved the clerk's attendance at this useful networking event, at £54.00 plus mileage costing £20.

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

The clerk notified the council of changes to the pension rate for the subsequent three years, which would actually decrease due to actuarial calculations. These rates were approved and the chairman signed the Norfolk Pension Fund acceptance letter. 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 30th January 2023		£ 58,859.47
Receipts:		
Pizza/Quiz event	Ticket sales/donations	£800.00
Archive talk	Ticket sales/donations	£200.00
Easyfundraising	Donations towards car park project	£75.34
Standing order:		
Jane Love	Clerk's monthly salary + use of home – Feb	£539.20
Jane Love	Clerk's monthly salary + use of home – Mar	£539.20

Payments between meetings:		
Jane Love	Plastic refuse bags for Ellingham sluice bins	£58.00
NGF Play Ltd	Balance payment for installation of new tractor rocker + maintenance of zip wire, etc	£1,500.27
Payments to be agreed:		
IMON Site Ltd	January + February grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for meetings 20 th February + 13 th March	£40.00
Norfolk PTS	Subscription 2023/24	£143.49
Norfolk PTS	Neighbourhood planning training 16 th March	£48.00
Norfolk PTS	Spring seminar 21 st March	£54.00
South Norfolk Council	Dog bin emptying – annual charge	£796.32
Norfolk Pension Fund	Clerk's pension contribs Feb/Mar	£330.52
HMRC	Clerk's tax for February	£8.20
HMRC	Clerk's tax for March	£8.60
Jane Love	Clerk's travel expenses	£23.00
	A4 paper	£59.50
	Adjustment for additional tax	-£0.60
Sub-total of payments		£ 4,387.70
Balance c/f at 13 th March 2023		£ 55,547.11

12. Policy review:

Councillors approved the following documents ahead of the internal audit of the 2022/23 financial statements:- financial regulations, effectiveness of internal control (a new document, following advice from the internal auditor), financial risk assessment and asset register.

The clerk had booked the internal audit for the week commencing 24th April 2023.

13. To consider a revised Code of Conduct for adoption:

Councillors adopted the Code of Conduct which had been presented (and adopted) by South Norfolk Council, the hope being that councils would adopt the same version to make it easier for the monitoring officer to advise councils and deal with any issues that may arise with councillor conduct, etc. A new register of interests form would also be available for newly-elected councillors.

14. To consider specific local issues:

i) highways issues – a resident had commented that the work to the footpaths in the village seemed to be of a higher quality than seen previously. The clerk was also asked to report again the pothole at the junction near the Memorial Hall. Comments were made on the large amount of litter that was visible along verges.

15. To consider arrangements for a celebration of HM The King's coronation and making an application for funding for this event:

A joint meeting between the parish council and Memorial Hall Committee on 27th February had agreed games, food and drink for the event on 7th May, which would be free. Children in the village were also to be offered a commemorative coin. Councillors resolved to apply for the £200 grant towards the costs of the event.

16. To receive a report on the playground:

Cllrs Lodge and Pickering had little to report, other than the retensioning of the zip wire. Repairs were needed to the fencing along the roadside, and the one quote received was considered to be high and another should be sought. Councillors authorised payment to another contractor providing that the quote received was lower than the one already on the table.

17. To receive items for information:

The Ellingham School fete was scheduled for 24th June, and there was discussion about a possible parish council-organised fete in July.

20. To receive items for the next agenda:

Approval of annual accounts, car park lease, possible July fete, SAM2?

19. Date of next meeting – Monday, 15th May, 7pm (including Annual Parish Council Meeting)

There being no further business, the meeting closed at 8.19pm

Signed.....
Chairman

Dated.....