

**Minutes of the Meeting of Kirby Cane & Ellingham Parish Council on Monday,  
18<sup>th</sup> September 2017 at 7.30pm in the Memorial Hall, Kirby Cane**

The Chairman asked if anyone present wished to record proceedings

**Present:**

John Cook                      Lawrence Cannard      Lesley Lodge                      Julie Pickering

Deanna Saunders      Michael Wickenden

Also the clerk to the council, Jane Love, County Councillor Margaret Stone and 12 members of the public.

1. **To receive apologies for absence:** – apologies were accepted from Cllr Iain Wright, Cllr Michael Ingram and District Councillor Kay Billig.
  
2. **Declarations of interest and requests for dispensation:**  
Councillors declared possible interests as trustees of local organisations - Cllrs Deanna Saunders and John Cook are trustees of Kirby Cane Memorial Hall, Cllr Lawrence Cannard is a trustee of the Ellingham United Charities and the Sand & Gravel Charity, and Cllr John Cook has a non-pecuniary interest in Ellingham United Charities.
  
3. **To approve the minutes of the meeting of 17<sup>th</sup> July 2017:**  
The minutes of the Parish Council meeting on 17<sup>th</sup> July were agreed to be correct and were signed by the chairman.
  
5. **Public participation:**  
This item was moved forward in the agenda as C Cllr Stone had to leave the meeting early.  
C Cllr Stone commented on the local highways issues before making her report; on the damage to parked cars in Mill Road, she commented on the difficulty of trying to resolve the problem from a Highways point of view, and stressed the huge implications of trying to divert the bus route for the viability of the service. Regarding concerns that had been expressed by residents at speeding on Dulls Road, Cllr Stone recommended that the clerk should contact the other parish councils concerned to see if any joint action could be taken. She advised, however, that a reduction in the speed limit would not be possible because of the national speed guidelines which Norfolk County Council must adhere to.  
Cllr Stone further reported that major infrastructure projects – the 3<sup>rd</sup> Lowestoft river crossing and the Long Stratton by-pass, including a round-about at the Hempnall crossroads – had been given the go-ahead.  
Cllr Stone then gave her apologies and left the meeting.
  
4. **To report matters arising from those minutes:**
  - i) police statistics – the clerk had not been able to find out more due to time pressures
  - ii) road issues – the clerk had written to the owner of the shop regarding the possible siting of a camera on the building but had not had a reply.
  - iii) Other issues re Mill Road – as had already been mentioned, highways would not replace a high kerb with a dropped kerb, and it was possible that the reason that the kerb was higher now that it was before the footpath was re-done was because of a wish to improve pedestrian safety. Highways had no information about land being offered to highways to allow widening of the road. This leaves the possibility of trying to re-route the buses/refuse lorries, but this would not solve the wider issue of other vehicles using the roadway.  
A resident queried liability if someone was hurt if they had to walk in the road when car was parked on a footway.  
The clerk was asked to write to the owner of the corner house to ask them to have their hedge cut back to allow easier passage by pedestrians.
  - iv) Reducing speed limit, end Mill Road near school – again this was a question of the criteria that highways applied to different types of roads, and the clerk had been

advised by Highways that in this case there was no residential property along the roadside etc so it was automatically national speed limit.

- v) footpath/cycleway to Bungay – unfortunately there had been a delay in cutting this back due to resources and the recent wetter weather. A resident pointed out that there was now a tree across the path.
- vi) the degraded roadsign near Crossways had been reported
- vii) the clerk would be attending training on 6 December about the changes to data protection legislation.

**5. Opportunity for public participation:**

A resident expressed concern about parking at Ellingham School – the chairman spoke about recent efforts that had been made to resolve the problem in consultation with the school, highways and the police, to no avail. However, the possibility that some land may be acquired for additional parking had been suggested by councillors, and, although there were many issues to consider, the clerk was asked to write to the school to see if dialogue could be resumed.

**6. To discuss recent correspondence regarding the allotments:**

The clerk read out some recent emails that had been received regarding bonfires held at the allotments during the summer months, and the bringing of residential garden waste by allotment holders to the allotments for burning. Although there was no mention in the allotment holders' agreement with the parish council about the holding of bonfires, clause 17 of the agreement prohibited the importation of any waste onto the site. Councillors discussed this issue at length, and the proposal was made that no waste should be brought onto the allotments (with the exception of manure, as specified in the agreement) and that allotment waste should be burnt in a controlled situation no more than once a week, weather permitting, on a weekday, providing that the wind was blowing away from the nearby houses. Each councillor was consulted and five of the six councillors agreed with the proposal.

**7. Correspondence:**

- 7a) Norfolk Constabulary would hold a public meeting for the South Norfolk area on 28<sup>th</sup> September, 7pm at Breckland Hall in Costessey;
- 7b) The Broads Authority was holding a Parish Forum on 20<sup>th</sup> September at the King Centre, 63-75 King Street, Norwich to brief on the new Broads Local Plan;
- 7c) South Norfolk Council (SNC) was starting a consultation process on proposed public space protection orders to replace and extend the existing Dog Control Order. Currently anyone in control of a dog was required to clean up after their animal. From October this would be extended to exclude dogs from enclosed children's play areas in South Norfolk.
- 7d) SNC and Broadland Council had notified parish councils that they would be asking members to give permission for officers to investigate creating a closer collaborative working relationship between the two councils.
- 7e) B4RNorfolk (Broadband for Rural Norfolk) had asked for a formal agreement for the Memorial Hall to host a cabinet for their community broadband project in return for hyperfast broadband at the hall. They would pay for the electricity for the cabinet, estimated at around £500/year. This would be decided by the Memorial Hall Committee.
- 7f) The council had been advised that Mr Tony Tomkinson had resigned with immediate effect from all duties in relation to Ellingham Parish, and a replacement would be found for him in due course.
- 7g) Community Governance Review – there would be a consultation on the recommendations of the first phase of consultations starting on 27<sup>th</sup> October. The recommendations in relation to the Kirby Cane & Ellingham were that there should be no changes to the boundaries, nor to the number of councillors. KCE would be part of the Ditchingham and Earsham ward, as the Gillingham ward would be abolished.

- 7h) The Campaign for the Protection of Rural England (CPRE) would like the council to lobby District Councillor, Kay Billig, to support its campaign (which councillors had already pledged to support) that no new housing site allocations should be made in the emerging Greater Norwich Local Plan until existing Joint Core Strategy allocations have been developed. The clerk was asked to find out more information from D Cllr Billig.
- 7i) A report had been received from the police.
- 7j) Correspondence had been received regarding minutes lodged at the Norfolk Record Office and claiming that defamatory material had been allowed to be made public. The clerk was asked to find out more from the Norfolk Record Office and the Office of the Information Commissioner and report back to the next meeting.
- 7h) In regard to the correspondence from residents regarding speeding on Dulls Road, the clerk would contact neighbouring councils to see what might be done.

## 8. **Financial Report:**

Balance b/f at 17<sup>th</sup> £ 28,300.35

### **Credit:**

Norfolk Community Foundation	Shelroy Trust Fund grant – playing field	£2,500.00
WREN	Grant – playing field	£ 8,016.00
Proceeds of 20/8/17 party		£ 125.05
Kirby Cane & Ellingham PC	Transfer from N&P a/c	£ 10,000.00

### **Payment agreed at last meeting:**

Grant from small donations budget	£25.00
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### **Interim payments:**

Action Play & Leisure	Supply of 2 x picnic tables	£1,044.00
ADN Surfacing	Construction of pad for skate park	£4,869.60
ADN Surfacing	Construction of footpath at playing field	£3,336.00

### **Payments to be agreed:**

IMON Site Ltd	July + August grasscutting	£ 240.00
KC Memorial Hall	Meeting 18 September	£ 10.00
The Smithy	Advertising boards + maintenance	£ 282.00
Mazars LLP	External audit 2016/17	£ 270.00
Crossways Service Ctr	2 x bins for playing field	£ 233.06
	Toilet hire, 20/8/17	£ 155.00
Ellingham United Charities	Rent for Ellingham Playing Field	£ 100.00
Norfolk Pension Fund	Clerk's pension contribs August/September	£ 260.98
HMRC	Clerk's tax for September	£ 18.00
HMRC	Clerk's tax for October on a/c	£ 18.20
Jane Love	Clerk's salary August & September	£ 877.40
	Clerk's travel expenses	£ 21.60
	Clerk's use of home	£ 34.00
	Cost of temporary event licence, 20/8/17	£ 21.00

**£ 10,000.78** \*

\*This total includes £2500 reserve towards the cost of a future election, £4000 in general reserves, £2000 legal & professional reserve, £1000 contingency reserve, and £426.37 remaining of grant to the Memorial Hall to end financial year 2017/18

The clerk reported that the Barclays bank account seemed to be working well, and councillors agreed that a cheque for the current balance of £5073.45 should be written to clear that account. The account could then be closed at the next meeting.

The £1821 reserve for the footpath barrier had been spent on the tarmac at the playing field carpark and work to the small pedestrian gate opposite school.

The clerk had applied to NCC for the grant for the tarmac, and as they had some extra money left in the "pot", instead of £1265 they were able to fund 50% of the actual bill, bringing the grant to £1390.

The transparency grant of £230 had been received, and the clerk would now work to upgrade the website as soon as possible.

The accounts for 2016/17 had been signed off and the clerk had posted the requisite notices on the website and noticeboards.

The SNC adopter payment agreement for the recycling centre at the playing field had been returned in order for the council to get the £250 due.

**9. To consider interim applications for funding:**

The council had received two applications supported by accounts, as requested by the council:-

a) Ellingham Football Club – the council agreed to give £250 to the club;

b) St Mary's Church, Ellingham – the council felt that the Parochial Church Council had not demonstrated its need for additional funding. It had already contributed to churchyard maintenance during the current financial year in the sum of £500, and the grass-cutting season was now essentially over. The council was also concerned to read that the PCC had not previously used the grant that the Parish Council had made to it for churchyard maintenance for that purpose as grasscutting had been done by volunteers.

The council would be happy to receive interim applications in future.

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

Cllr Wickenden reported that, apart from the two swings that needed painting all looked fantastic at the playing field. Cllr Pickering confirmed that the swings would be rubbed down and painted in bright colours, weather permitting.

The clerk reported that the pest control contractor had been advised of some mole hills and that, after enquiries about waste collection to South Norfolk Council, D Cllr Billig had advised that one of their officers could visit the school with the aim of encouraging the children to reduce the waste they create, and dispose of it responsibly. The clerk would write to the school accordingly.

The grasscutting contractor had returned the football goals at no charge, and had also offered to tidy up the pruning of the trees near to the large entrance gate at no charge – this was accepted by the councillors, who sent their thanks to the contractor.

**11. To receive a report from the Playground Committee:**

The celebration on 20<sup>th</sup> August had been very successful and raised £165.05, although fundraising had not been the aim of the event. The committee was particularly keen to thank Robert Earl, who had donated the staging, as well as the singers who had performed so brilliantly, as well as, of course, the sponsors of the equipment. As had already been mentioned, ideas about increasing the carparking facilities for the playground had emerged and would be explored so that a further report could be made to the council. The committee was thanked for all its hard work.

**12. To consider the offer of a village sign for Ellingham:**

Councillors resolved to accept the offer of the sign from a resident, and asked the clerk to investigate what needed to be done to have the sign sited on the corner of Mill Road and Church Road opposite the school in accordance with the findings of the informal survey carried out at the party – 50 of the 53 responses were for this location. The clerk was asked to inform the resident and ask if any financial assistance was needed .

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

- 13i. Damage to parked cars on Mill Road – this had been considered earlier in the meeting, but Cllr Lodge also suggested that local residents with driveways might be approached to ask if they would consider a “park your car on my drive” scheme. Councillors asked if there might be insurance implications;
- 13ii. Highways issues – there were none.
- 13iii. Local shop – councillors reported that it was possible that the leaseholder had decided to see out the current lease.

**14. To consider planning matters:**

Application:

- a) 2017/1530, applicant: Mr Chris Coulson  
Location: land South Of Old Bungay Road Kirby Cane Norfolk  
Proposal: conversion of agricultural building to dwelling  
Amended plans had been submitted, and there were no objections to the application.
- b) BA/2017/0222/TCAA, address Mill Pool Cottage, Mill Pool Lane, Ellingham  
Proposal: T1, crack willow – limb topped crown reduced to 40ft, t2: ash – limb to be topped to 20ft, t3: crack willow – remove, T4: alder – remove, T5, T6: crack willow – crown raise to 12ft, T7: ash – remove  
The application had been approved with conditions by the Broads Authority.

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

Terms of reference for committees, scheme of delegation, playground committee meeting, B4RNorfolk report from Memorial Hall Committee.

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

There were none.

**19. Date of next meeting:** Parish Council Meeting at 7.30pm on Monday, 20th November 2017 in the Memorial Hall, Kirby Cane.

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At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss confidential matters and the meeting closed to the public at 9.35pm.

**20. To resolve to exclude the press and public from the meeting to consider correspondence relating to local charities:**

Councillors had all received copies of correspondence relating to the Sand & Gravel Charity (SGC). The clerk explained that the correspondent had made a complaint against herself and the chairman regarding the handling of their enquiries, along with a Freedom of Information Request relating to it.  
As the chairman was partially the subject of the complaint, and as the vice chairman was a trustee of the SGC, Cllr Wickenden was elected temporary chairman of the meeting. The clerk explained that she did not hold any information referred to in the Fol request and the council confirmed that she should write to the correspondent accordingly. The council further resolved that it did not uphold the complaint against the clerk. The complaint against the chairman would be determined by South Norfolk Council.

There being no further business the meeting closed at 9.57pm.

Signed.....  
Chairman

Dated.....