

**Minutes of the Annual Meeting of Kirby Cane & Ellingham Parish Council on Tuesday,
24th May 2016 at 7.30pm in the Memorial Hall, Kirby Cane**

The Chairman asked if anyone present wished to record proceedings

Present:

Lawrence Cannard Lesley Lodge Julie Pickering

Deanna Saunders Iain Wright

Also the District Councillor Kay Billig, clerk to the council, Jane Love, and eight members of the public.

1. To elect a new chairman and vice chairman of the council:-

Cllr John Cook was unanimously re-elected chairman of the council, and in his absence councillors voted to allow him to sign his declaration of acceptance of office at a later date. Cllr Lawrence Cannard was unanimously re-elected vice chairman of the council, and signed his declaration of acceptance of office.

- 2. To receive apologies for absence:** – John Cook, Mike Wickenden, Richard Lees and County Councillor Margaret Stone. Cllr Janice Game regretted that she was not able to attend the meeting and has expressed her wish to stand down as a parish councillor. The Clerk will advertise the vacancy. Cllr Lees was also unable to attend and the councillors resolved unanimously to accept his reasons for non-attendance and enable him to continue to serve as a parish councillor if he so wishes.

3. Declarations of interest and requests for dispensation:

Cllr Deanna Saunders is a trustee of the Memorial Hall Committee, Cllr Iain Wright is a trustee of the Kirby Cane Charity and Cllr Lawrence Cannard is a trustee of Ellingham United Charities and the Sand & Gravel Charity.

4. To approve the minutes of the last meeting:

The minutes of the Parish Council meeting on 15th March 2016 were agreed to be correct and were signed by the chairman of the meeting, Cllr Lawrence Cannard.

5. To report matters arising from those minutes:

- 5a.** The post office stores have been approved by South Norfolk Council as an Asset of Community Value and will be added to the register of a period of five years. This registration will therefore have to be renewed in 2021.
- 5b.** Item 8 – the council's data protection registration has been set up as a standing order and will be renewed on 26 May 2016.
- 5c.** 15d & 7f – various highways issues have been reported, but certainly the pothole near the playing field entrance had not been mended. The clerk will chase Highways again.
- 5d.** 6. The bollards at the entrance to Ellingham West from the A143 had been replaced.
- 5e.** 7d. Clerks had been informed that members of the Norfolk Association of Local Councils do not have any financial liability regarding the Association, and the Clerk recommended that the council renew its subscription to the organisation.
- 5f.** 7c. The commemorative medals for the Queen's birthday had arrived and Cllrs Saunders and Pickering agreed to go to the school on 10 June to take part in a special assembly and present the medals to the children.

6. Opportunity for public participation:

- 6a.** A resident, as a churchwarden for Ellingham Church, raised the issue of the churchyard maintenance grants given by the parish council, asking that parity should be applied to the grant-making process. The chairman pointed out that this would be discussed later in the meeting.
- 6b.** District Councillor Kay Billig updated residents on the changes to the rubbish/recycling schedule which would begin in the first week of June. Cllr Billig reported that there may be other services which would improve the waste collection routine in future.

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6c. A resident updated the council on the project to look into the viability of a sports hall facility for the community. Having received positive responses from Ellingham School and Norfolk County Council, approaches had been made to Ellingham United Charities to see if there may be land available. Once a reply had been received the intention would then be to form a committee to conduct a full feasibility study and move the project forward.

7. Correspondence:

- 7a. The clerk had received an email from a resident concerned about pavement parking in the Chapel Meadow/Newgate area. It was felt that this was largely due to the staff of the funeral directors parking for large funerals, which could also spread out into Crisp Road at times. Councillors and residents were primarily concerned that this could restrict access for emergency vehicles, as well as causing inconvenience for refuse collections and general access, particularly for elderly residents. The chairman pointed out that this was essentially a police matter, and the Clerk was asked to put an item in the Tidings magazine and also contact South Norfolk Council regarding planning permission enforcement.
- 7b. An email had been received from a representative of Ellingham Parochial Church Council querying the amount of the donation set aside to contribute to the maintenance of Ellingham Churchyard. The councillors pointed out that Kirby Cane Church had put in a request for its grant for 2016/17 to be increased, to which the council had responded. The auditor had made a recommendation that the council adopt a grant making policy, and the councillors requested that this should be deferred to the next meeting, along with consideration of the churchyard grants.
- 7c. A request had been received from a resident to make a donation to the Sand & Gravel Charity. The clerk had advised the enquirer that the charity is non-operative, but the resident asked that the Parish Council should be advised of this. The clerk had referred this to the charity's trustees and awaited their reply.
- 7d. Councillors had been forwarded details of two thefts of oil in the previous two months from Ellingham School. The school had assured that all possible precautions were being taken, and advice had been sought from the police, including the possibility of installing CCTV cameras.
- 7e. All residents should have received notification of new rubbish/recycling routes – information had been placed on the Parish Council website.
- 7f. A Reuse event for all sorts of household items that may have a future life with another owner was to be held on Wednesday, 1 June at Wymondham.
- 7g. The council had received a letter about Centenary Fields, an initiative for the protection of green spaces in perpetuity in association with the Royal British Legion and Fields in Trust (the National Playing Fields Association). Councillors asked if this issue be deferred to the next meeting.
- 7h. A resident of Yarmouth Road had called about dog fouling on the verges, which was particularly unpleasant for the private contractor who is paid by another resident to cut the grass. The clerk was asked to put an item in Tidings to ask residents not to let their dogs foul the verges and use the dog waste bins that are provided.
- 7i. A request for a donation had been received from MAGPAS Air Ambulance and a review of the council's donations was deferred to the next meeting.

8. To review Standing Orders:-

Councillors agreed unanimously to adopt Standing Orders with a revised list of contents with accurate numbering.

9. To confirm terms of reference of and receive a report from the Playground Committee:-

Cllr Pickering, chairman of the Playground Committee, reported that a new nest swing had just been installed and it was hoped that another item for younger children would be installed before the summer holidays, with a zip wire to come later in the year as part of the phased approach to the improvement of the play facilities. Various sources of

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funding had been approached and several grants have already been secured. The committee had already considered the access for wheelchairs and pushchairs across the gravelled parking area and was exploring other possible options, subject to approval by the landlord, Ellingham United Charities. The terms of reference for the committee would be discussed at the next meeting. Cllr Pickering was thanked for her report.

10. To receive and adopt the accounts and annual return:-

The chairman read out the accounting statements from the Annual Return and were able to answer "yes" in all cases as required. The accounts and annual return were adopted unanimously and the chairman and the clerk, as responsible financial officer, authorised to sign the Annual Return on the council's behalf.

11. To receive a financial report and approve invoices for payment:-

	£
Balance b/f at 15th March 2016	18141.76
Received:	
South Norfolk Council	First half of precept
	8825.00
South Norfolk Council	Council tax support grant
	870.00
Adnams Charity	1932.30
Saracen's Norfolk Fund	2500.00
Interim payments as agreed:	
Countryside Supplies	Ellingham Football club - rabbit fence
	356.87
Temple & Hicks Builders Ltd	Memorial Hall - kitchen addition
	3,200.00
Tower Mint Ltd	Golden Jubilee medals for school
	228.70
Payments to be agreed:	
IMON Site Ltd	March + April grasscutting
	240.00
Community Action Norfolk	20.00
Norfolk Playing Fields Assoc	20.00
Luisa Cantera	Internal audit fee
	124.80
South Norfolk Council	Dog bin emptying
	75.77
Norfolk Association of Local Councils	187.46
Society of Local Council Clerks	103.00
Norfolk County Council	Subscription to NPLaw
	480.00
Came & Co	Insurance
	630.42
Parker Pest Control Ltd	Moles/rabbits @ playing field
	48.00
NGF Play LTd	purchase of nest swing
	3,113.10
Sutcliffe Play Ltd	replacement seats for swings
	104.40
Norfolk Pension Fund	Clerk's pension Apr + May
	236.04
HMRC	Clerk's tax for May
	17.40
HMRC	Clerk's tax for June (on a/c)
	13.40
Jane Love	Clerk's salary Apr + May
	824.32
	Clerk's travel expenses
	69.12
	Clerk's use of home
	34.00
	Tax paid on account for April
	10.00
	Stationery - ink carts + paper
	52.90
Balance c/f at 24th May 2016	22079.36 *

*This total includes £2500 reserve towards the cost of a future election, £1821 for the footpath barrier, £3000 in general reserves, £2000 legal & professional reserve and £315.59 remaining of grants to the Memorial Hall to end financial year 2016/17

The clerk left the room so that the councillors could discuss her annual salary increase, which they approved unanimously.

Councillors approved the list of payments to be made and Cllr Cannard, as chairman of the meeting, signed the financial report.

12. To receive a report on the playing field:

tyres

The clerk read a report submitted by Cllr Wickenden, who is responsible for safety inspection at the playing field. The new item of equipment had been installed and the contractors had removed two damaged ~~tiles~~ from the tyre snake. They had also left a pile of earth for use in filling in the dips near the goalposts. New seats for the junior swings were also on order and he would fit them when they arrived. Cllr Wickenden was also concerned about some of the rubber floor tiles around the climbing frame which are starting to lift slightly. The clerk was asked to enquire of the safety inspectors if the existing floor mats can be replaced with grass mats like those in use under the new nest swing. Cllr Wickenden also asked if the footpath around the perimeter could be treated with weedkiller before the weeds get too big – this was agreed by the council and the clerk will ask the grasscutting contractor to quote and carry out the work.

13. To receive a report on the Memorial Hall:-

Cllr Saunders reported that the new kitchen was not completely finished but it had a good layout and there was now also disabled access to the rear of the hall via a ramp. She thanked Cllr John Cook for the large amount of time he had put into the improvement works. Councillors were concerned that the back room should be available to letting in the evenings and at weekends and Cllr Saunders confirmed that the pre-school should be making arrangements to put their equipment away so that the room was usable by other groups. She also thanked Maurice Eldridge, the chairman of the Memorial Hall Committee for the work that he has put into the improvements. The Village Fete would be taking place on 18 June which should help to replenish the Memorial Hall's funds, and there were also more hiring opportunities, such as a Pilates class on Friday evenings. Cllr Saunders was thanked for her report.

14. To discuss specific local issues:

- 14a.** Bus route – a new procurement process was taking place for the 80 and 81 bus services and the clerk was asked to put the requirements on the website.
- 14b.** Highways issues – the clerk had reported very faint road signs in Nursey Close and Lockhart Road which should be replaced. Residents also mentioned that the bollards at the junction of the A143 and Church Road, Ellingham were very difficult to see, and the Clerk was asked to report them to Highways. Concerns were also raised about the deep pothole near the playing field.
- 14c.** Broadband – a site for a cabinet had been identified near to the bus stop on Yarmouth Road, but councillors questioned exactly where the cabinet would be located and the clerk was asked to find out more information.

15. To consider planning matters:

Application: works to trees in conservation area, Mill Pool Lane – councillors had no comments.

The application for the erection of wind turbines at Gillingham had been refused by South Norfolk Council.

Norfolk County Council had announced plans for electronic consultation on planning applications.

Residents had raised concerns about works on trees at a site on Mill Close in Ellingham which had previously received planning permission for the construction of a new dwelling. The clerk reported that she had spoken to South Norfolk Council and the Forestry Commission and it seemed that there was very little that could be done about the removal of trees on the site other than to support South Norfolk Council in its efforts to protect the trees in the neighbouring part of the wood known as Henry's Plantation,



which is not subject to planning permission. Councillors asked the Clerk to write to the Landscape Officer of South Norfolk Council to give this support.

16. To receive items for the next agenda:

Grant making policy, donations review, including donation to Ellingham Church for churchyard maintenance, playground committee terms of reference, Centenary Fields initiative.

17. To receive items for information:

There were none.

18. Date of next meeting: Parish Council Meeting at 7.30pm on Tuesday, 19th July 2016 in the Memorial Hall, Kirby Cane

There being no further business the meeting closed at 9.00pm.

Signed.......... Dated...19-07-2016.....
Chairman