

**Minutes of the parish council meeting of Kirby Cane & Ellingham Parish Council on Monday, 13<sup>th</sup> November 2023 at 7.00pm in Kirby Cane Memorial Hall**

***Present:***

Richard Canham, John Cook, James Lally, Lesley Lodge, Kerry Mallard, Julie Pickering, Andrew Raymant, Iain Wright, district councillors Chris Brown and Brendon Bernard, the clerk to the council, Jane Love, and five members of the public.

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

Apologies were received from Mike Skipper and county councillor Barry Stone.

**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 James Lally were trustees of Kirby Cane Memorial Hall; Richard Canham and Kerry Mallard were trustees of the Ellingham United Charities; and Iain Wright was a trustee of the Kirby Cane Charity.

**3. To approve the minutes of the meeting of 18<sup>th</sup> September 2023:**

The minutes of the meeting on 18<sup>th</sup> September 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):**

Some issues arising from the last meeting would be addressed later in the meeting.

The clerk reported that, as promised at the previous meeting, the parish council had taken up residents' issues regarding sewage with Anglian Water, following which the drains had been surveyed, found to be 40% below capacity and jetted to remove the build-up. The local pumping station had also been surveyed and was monitored continuously to ensure it was functioning properly. The council hoped that these measures had been successful during the two most recent spells of very heavy rain.

**5. Opportunity for public participation:**

One of the residents who had reported the sewage issues at the last meeting thanked the parish council for its efforts and said that, fearing sewage would rise up into their garden, they had checked the inspection hatch during recent heavy rain and saw that the level was reasonably low.

A resident raised a concern about a neighbour who lived alone and seemed to be confused and wandering – social services, the police and the surgery had all been contacted, with no success. District Cllrs Brendon Bernard and Chris Brown suggested that the Help Hub at South Norfolk Council may be able to assist.

District Cllr Chris Brown then informed the meeting about progress on the sale of South Norfolk House in Long Stratton, which was expected to be completed soon. SNC was also pursuing the Homes for Ukraine scheme, and grant funding was still available for local organisations – Cllr Brown gave the example of an £8k grant for the Bungay Black Dog running club. He suggested that the SNC Communities Team could help with funding applications – the next funding round would begin in the early part of the next financial year, April/May 2024.

Cllr Brown also commented that the Village Clusters Housing Allocations Project (VCHAP) had been delayed because it had become apparent that some of the proposed schemes might not be viable, which would make the plan unsound as the total number of homes anticipated could not be reached, and so the plan was being revised to add more schemes to increase the total.

Councillors also asked about the provision of electric vehicle charging points at the proposed car park, and the issue was raised of whether the project should be described as a “car park” or a “dropping off/collection point”, which may have an impact on grant applications. Cllr Brown commented that it would come down to a question of need.

**6. To discuss planning matters:**

a) Notification of prior approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA & QB), Sheepwalk Farm, School Road, Kirby Cane – Cllr Wright expressed concern about the intended access for the property onto the A143, given the national speed-limit prevalent at that location. He commented that if the speed limit could be reduced to the east of this location, that would help to mitigate this concern.

**7. To discuss correspondence :**

- a) parked car on Old Yarmouth Road, near to Memorial Hall – this had been an issue for the previous six weeks, involving contact with the police, but the vehicle had been moved away on the morning of the meeting;
- b) SNC review of polling places - councillors had no comments about the use of the Memorial Hall as a polling place, other than that they wished it to continue to be so used, as changes had been made to ensure that the hall was accessible to all;
- c) SNC had updated the register of councillors’ interests following the elections in May 2023 - the clerk had put the required link to the SNC website on the PC website;
- d) There had been an enquiry from a resident whose property bordered a footpath asking for NCC to be contacted to cut back the hedge on the footpath side, which belonged to the resident’s property. The clerk had checked with the footpath officer at NCC, who confirmed that maintenance of this sort is the responsibility of the property owner, and the clerk had relayed this message to the resident;
- e) Slow Ways national walking network, aiming to connect Britain’s towns, cities and national parks – Cllr Lodge volunteered to look at this, with a possibility of verifying one of the local walking routes, such as Bungay/Loddon.

**8. To receive a financial report from the Clerk (including a half-year budget summary) and to approve invoices for payment:**

The clerk presented the interim budget summary, which showed that the budget was broadly on-target for the year-end. A couple of items had emerged during the interim check – the recycling credit of £250 had not been received, so the clerk had chased this with SNC; and the clerk had not been reimbursed for expenditure on the additional toilet for the Music in the Park event, so this was rectified in the payments to be agreed.

Councillors agreed the list of payments presented by the clerk, and the chairman checked and signed the reconciliation and bank statements – the clerk thanked Cllr Pickering for her help with checking the accounts, and had made an adjustment to allow for the direct debits to HMRC for tax which had been causing the problems with reconciling the accounts.

# Kirby Cane & Ellingham Parish Council

The clerk pointed out that the council had received a CIL payment for a small development in the village, which would be reported to SNC in due course. The list of payments included the annual rent due to the Kirby Cane Charity via Durrants, although the invoice for this had not yet been received.

Balance b/f at 18 <sup>th</sup> September 2023		£ 57,300.76
<b>Receipts:</b>		
Julian Sewell	Cost of History Book + postage	£11.00
Cash	Additional proceeds of MIP (BBQ contribution)	£100.00
South Norfolk Council	Second half of precept	£11,000.00
South Norfolk Council	CIL payment	£142.69
<b>Sub-total of receipts</b>		<b>£11,253.69</b>
<b>Standing order:</b>		
Jane Love	Clerk's monthly salary + use of home – Oct	£539.20
Jane Love	Clerk's monthly salary + use of home – Nov	£539.20
<b>Payments between meetings:</b>		
HMRC	Clerk tax	£26.80
	Adjustment for HMRC Dds	-£41.40
Toilets +	Hire for 20-Jul to 18-Aug	£272.40
<b>Payments to be agreed:</b>		
IMON Site Ltd	Sept + Oct grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for meeting 13 <sup>th</sup> November	£20.00
TT Jones Electrical	Street light maintenance Oct-Dec 2023	£82.13
Joel Spurdens Pest Control	Pest control at Ellingham Playing Field, Oct-Dec 2023	£132.29
Kirby Cane Charity	Allotment rent 2023/24	£175.00
Kirby Cane Estate	Permissive access agreement – year 4	£224.59
Norfolk Pension Fund	Clerk's pension contribs Oct/Nov	£324.92
HMRC	Clerk's tax for October	£10.00
HMRC	Clerk's tax for November	£10.40
Jane Love	Clerk's travel expenses	£24.00
	Reimbursement for MIP toilet hire	£180.00
	Adjustment for additional tax	-£4.00
<b>Sub-total of payments</b>		<b>£ 2,755.53</b>
Balance c/f at 13 <sup>th</sup> November 2023		£ 65,798.92

## 9. To report on setting up a savings account with Unity Trust and look at other savings account options currently available:

The clerk reported that an instant access savings account had been set up with Unity Trust, and councillors resolved that £40,000 should be transferred from the current account to the instant access savings account so that interest could start to be earned on that money. In the meantime, councillors would look into Cynergy Bank, which seemed to offer a competitive rate of interest and a flexible, internet-based account when compared to some of the more well-known high street banks. There would be further discussion at the budget meeting in December.

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

Cllr Lodge reported that it was a quiet time of year and as the weather had been awful there was little activity at the playground. She continued to check the bins and the play equipment and all looked good at that time.

**11. To receive a report on the school/playground car park project:**

Unfortunately Cllr Skipper was unable to attend the meeting, so the clerk reported that there seemed to be some positive action regarding the lease, which appeared to be on the point of signature. She was asked to chase the PC's solicitor again to find out what was happening on this.

The clerk was also asked to send the car park specification documents to a local contractor who may be able to offer help to the project free of charge.

**12. To receive a report on the SAM2:**

Cllr Wright gave a detailed report on recent trends in vehicle speed and traffic density, which had changed subtly from the previous reporting period. He may also refer to the manufacturer, after checking with his counterpart on Geldeston Parish Council, as he had recently experienced problems downloading data from the unit. There was also foliage hanging down over the SAM2 position on Yarmouth Road, which he had cut down.

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

i) highways issues including:–

**Speed limits on Mill Pool Lane** Cllr Raymant raised the issue of speeding along Mill Pool Lane which, while across the border in Suffolk, occurred close to Ellingham Mill and had impacts upon that residential area. He was keen to make contact with Mettingham Parish Council, and support it in efforts to control speed in that parish. The clerk undertook to contact her counterpart at Mettingham and see what could be achieved.

**Drainage issues affecting Church Road, Kirby Cane, A143 and Yarmouth Road**

The chairman had taken images of flooding down Church Road, KC and these had been referred to the Highways Officer at NCC, who confirmed that the drain at the junction of Church Road and the A143 would be cleared again as soon as NCC could fit it into their schedule. The further issue of run-off from farmland had been referred to the NCC Water Management Team. Cllr Pickering commented that the corner of School Road near the A143 suffered from a similar problem, and Cllr Lally said that the main run ditch in Newgate Lane was “only just coping” with the run-off water.

ii) bins at Ellingham sluice – Cllr Raymant reported damage to one of the bins, partly from rodent damage and partly due to hot disposable barbecues being left on the lid. Due to the damage, he recommended that the bin in questioned should be disposed of.

**14. To consider meeting dates for 2024:**

Councillors adopted the list of dates presented by the clerk, with the exception of 20<sup>th</sup> May, which was brought forward to 13<sup>th</sup> May 2024.

**15. Kirby Cane and Ellingham “keen to be green”:**

Cllr Lally reported that he had been in touch with a contractor who would give a talk about solar panels, heat pumps etc at the Memorial Hall after Christmas.

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

Cllr Wright reported that the Kirby Cane Charity had co-opted a new trustee, bringing the number to six.

**17. To receive items for the next agenda: approval of the budget/precept, savings account finalisation, date for a “keen to be green” meeting**

**18. Date of next meeting: Monday, 15<sup>th</sup> January, 2024 7pm (budget meeting on Wednesday, 13<sup>th</sup> December, 7pm)**

There being no further business, the meeting ended at 8.32pm

Signed.....  
*Chairman*

Dated.....