

**Minutes of the virtual Annual Parish Council Meeting of Kirby Cane & Ellingham
Parish Council on Monday, 6th May 2021 at 7.30pm**

Present:

John Cook James Lally Lesley Lodge Julie Pickering
Michael Skipper Iain Wright

Also the clerk to the council, Jane Love and District Councillor Brendon Bernard

1. To elect a chairman of the parish council:

Cllr John Cook was unanimously elected as chairman of the parish council, and would sign a declaration of acceptance of office.

2. To elect a chairman of the parish council:

Cllr Michael Skipper was unanimously elected as vice chairman of the parish council.

3. To receive apologies for absence:

None had been received.

4. 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, and also in relation to one of the planning applications (item 18); and John Cook had a non-pecuniary interest in the Ellingham United Charities.

5. To approve the minutes of the meeting of 15th March 2021:

The minutes of the Parish Council meeting on 15th March were agreed to be correct and would be signed by the chairman at a later date.

6. To report matters arising from the minutes of the meeting on 15th March 2021:

- a) the Kirby Cane village sign was back in place, and a wonderful job has been done on it. Councillors would consider putting a specific reserve in place to be able to replace the sign if necessary when it was next in need of attention;
- b) the clerk had written to the grain store about litter on the road, and had also copied it to one of the directors listed in Companies House as being a director as that was the only named individual that she could find to write to;
- c) litterpicking – a resident had asked about having a more general effort for litterpicking that could go on during the year and South Norfolk had replied that they always provide equipment year-round,. Litterpicking was carried out on an individual's initiative and their own insurance;
- d) gate code for playground – the clerk had contacted Norfolk Fire & Rescue to try to pass this code on to them;
- e) Asset of community value registration – the clerk had had problems finding the right kind of plan to submit to SNC, but the forms had been submitted;
- f) Width of the RoW along south of A143 (BR5/BR15) – Norfolk County Council was still waiting for costs from the contractor, but seemed to have taken on board the council's comments about the probable condition of the surface underneath, so that more extensive work may not be needed. Councillors asked the clerk to make sure that NCC knew that that would be the best time to take action on the new growth.

7. Opportunity for public participation:

No residents were present at the meeting. District Councillor Brendon Bernard gave apologies from Chris Brown as he was attending another parish council meeting. He reported on South Norfolk Council's response during the current Covid-19 situation, and on budgets for the 2021/22 financial year. Work was continuing on learning lessons from the winter flooding and trying to coordinate the various parties to the discussions and hopefully target funding more effectively. SNC was aiming to get business up and running emerging from lockdown.

8. **To consider the delegation to the clerk of reporting on planning applications:**
Councillors agreed that between meeting the clerk could collate responses on planning applications and submit them on their behalf to South Norfolk Council.

9. **To discuss correspondence:**

- 9a. Corner Old Yarmouth Road by village sign – residents had commented on the presence of cars for sale on the corner. The question was raised about whether this was a business being carried on on residential premises, and the clerk was asked to report this to South Norfolk Council;

District Cllr Chris Brown joined the meeting

- 9b. The two dilapidated properties in Lockhart Road and Nursey Close had been raised again as nothing had been done to improve the condition of the bungalows. The clerk was asked to write again to South Norfolk Council to press for action to improve them;
- 9c. A resident notified a pothole on the corner between the playground carpark and the school corner, which had been a problem before – the clerk reported it to NCC and it was on their list for action;
- 9d. The cutting of the grass in the village this year had been queried, and the clerk was advised that cutting would start around the middle of May, and there will only be four cuts in 2021;
- 9e. The council had received a report of some obstructions on Kirby Cane FP3, off Honeygot Lane, which the clerk reported to NCC – the footpath officer has not yet had a chance to visit the site, but advised that if the structures were not fit for the public to use they will contact the landowner once more to request remedial work. The officer also advised that landowners were not required to provide access for dogs, although dogs are termed as a '*usual accompaniment*', and they would check the site as soon as resources allowed;
- 9f. There had been an enquiry from a Somerset resident who had done research into the family history of Jack Harvey, a builder who lived in Kirby Cane. He had written a family history and would like to know if anyone in the village might like a free copy of his work. The clerk suggested he send one to Bungay Library and the chairman expressed an interest in having another copy;
- 9g. Various police reports had been received, which were on the PC website;
- 9h. There had been a serious assault in Kirby Cane on Monday, 26th April, the individual attacked had been taken to hospital but was making a good recovery and the assailant charged with attempted murder, but there had been no report on the local BBC news;
- 9i) There would be a road closure in Broome between 10th and 14th May which may result in heavier traffic on the A143 as the main diversion. There would also be a closure on on 24th and 25th May, 8.30am-5pm for BT cable renewal works, along Brick Kiln Road in Ellingham, the road north west from the five ways junction at the top of Wardley Hill, towards Dulls Road;
- 9j) British Legion "Tommies" - the clerk would put the possible purchase of a soldier silhouette on the agenda for the annual budget meeting in December;
- 9k) A resident had been in contact regarding concerns about the Newgate ditch from a resident, but the clerk had not been able to make contact with them. It appeared there had been some silt in the ditch as a result of the NCC works to flush out the other drains, but it was likely that this had now dissipated.

District Cllr Brendon Bernard gave his apologies and left the meeting

10. **To consider repairs to the Ellingham village sign:**

The chairman had assessed the sign, and some parts of the carving had actually detached, so it needed some more specialist attention. The clerk would contact the contractor who was due to do work on the bench at Ellingham Mill to add this to the work he was going to do, and give a price for this work. Councillors asked about the bench, and the clerk would contact the resident who had the materials to try to coordinate the work required.

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

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 1st April 2021 £ 49,827.34

Credits:

HMRC	VAT refund	£	908.49
Sub-total of credits			£ 908.49

Payments agreed at last meeting:

Shaun Pickering Installation of dog waste bin £36.00

Payments to be agreed:

IMON Site Ltd	March + April grasscutting	£240.00
Joel Spurdens Pest Control	Pest control at playing field Apr-Jun 2021	£105.00
St Mary's Church, Ellingham	2021/22 grant for churchyard maintenance	£750.00
All Saint's Church, Kirby Cane	2021/22 grant for churchyard maintenance	£750.00
Tidings magazine	2021/22 grant for parish magazine production	£200.00
TT Jones Electrical	Footway lights maintenance	£66.62
J A Cook	Repair and refurbishment of parish council noticeboard	£123.50
The Creative Sign Company	Repair and refurbishment of Kirby Cane village sign	£795.00
Norfolk Pension Fund	Clerk's pension contribs April/May	£294.46
	Clerk's salary April/May	£976.39
Jane Love	Cost of Zoom meeting for one month	£14.39
	Clerk's travel expenses	£12.42
	Clerk's use of home	£36.00

Sub-total of payments			£ 4,399.78
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Balance c/f at 6th May 2021 £ 46,336.05 *

**This total includes £3000 reserve towards the cost of a future election, £9000 in general reserves, £1000 contingency reserve, £300 unspent Ellingham Football Club grant, £247.09 remaining of grant to the Memorial Hall to end financial year 2021/22, £2,281 for the playground project and £23,300 for the footway lights*

The annual accounts had been sent to the internal auditor, and their assessment was awaited ready for the parish council meeting in July.

12. To consider the renewal of the council's insurance policy:

Councillors agreed to renew the council's insurance with the existing provider, BHIB, at a cost of £611.74. Cllr Pickering queried the rate of compensation to under 16s, which the clerk would check with the insurer.

13. To receive a report on the playing field:

The playground committee would meet at the playing field to assess what needed to be done ahead of the safety inspection in June, and also look at a repair to the toddler swings. The playground had been a wonderful resource for the village during lockdown and enabled families to have a place to let off steam during that difficult period. The chairman thanked Cllr Lodge for her report.

14. To receive a report on the footway lights:

The maintenance contractor, TT Jones, had reported on their annual inspection which was part of the contract. There were various small repairs recommended, but one lantern had been recommended for replacement. On the basis that it will be beneficial eventually to replace all the lanterns because of the saving in electricity costs, the clerk had asked for a quotation for replacement of all the lanterns as there may be a cost saving available, which was awaited and the clerk would report further at the July meeting. The clerk had also chased the transfer of the electricity supply as no direct debit had yet been taken – there seemed to be a problem between the Unmetered Supply Office and SSE, the electricity supplier that the council had chosen on the basis of their competitive quote.

15. To receive a report on the carpark project:

Cllr Skipper reported that the planning application was progressing through the planning process, and positive comments had been received from the planning officer. The one issue that had arisen was the size of the bund around the carpark, which the committee thought would be preferable as it would be a way of conserving the topsoil excavated from the site in case it was ever necessary to reinstate the land, and cut costs in terms of disposal of the topsoil. The possibility of creating a beneficial project for the school and community had been conveyed to the planning officer, and their reply was awaited.

16. To receive a report on the SAM2 traffic calming device:

Cllr Wright reported that of the four locations, most traffic was on Old Yarmouth Road, and after that on Mill Road. Most excessive speed was around school time, with parents taking children to school. Given the fact that it had been an unusual year, it would be interesting to see how the data might change once restrictions were eased. It seemed that in Geldeston there had been a calming effect on speed when the unit was in use, and the clerk had heard from a resident in Yarmouth Road, who wanted to have the sign in place permanently as they felt that it did have a positive impact on speed, but the clerk had explained that it was not possible to keep the sign in one place. Cllr Wright was thanked for his work with the SAM2.

District Cllr Chris Brown gave his apologies and left the meeting

17. To consider specific local issues:

- i) Highways issues – the pothole on the corner had been reported between the entrance to the playground and the school;
- ii) parking in the village – there was concern about the parking of a commercial vehicle on the road and the clerk was asked to contact SNC to ensure that they are aware that this is a problem in rural villages;
- iii) parking on the pavement – there was a government consultation on making pavement parking illegal across the country, but was not actually in force at that time, except in parts of London;
- iv) surface in centre of A143 breaking up – has been reported. The clerk would chase to see what was happening.

18. To consider any planning matters:

2021/0866: 61 Mill Road Ellingham Norfolk NR35 2PY, Single storey rear extension to dwelling. The planning committee had visited the site and was happy to support the application.

2021/0934 & 2021/0988: Birtwick Park Old Bungay Road Kirby Cane NR35 2HP Variations of condition 2 of 2012/0205 and 2012/0206 respectively - additional window and sun tubes/rooflights to stable block conversion – these were “variation of condition” applications, and so no comments were required;

The clerk had noticed application 2021/0912 on the SNC website, a proposed single storey rear extension, extending 6m from the rear wall of the original dwelling house, with a maximum height of 2.8m and an eaves height of 2.4m | 19 Mill Road Kirby Cane Norfolk NR35 2PS. She had checked this with SNC, and this was an HPD application and Householder Permitted Development, and so there was no consultation on this type of application.

As described by Cllr Skipper, the planning application for the carpark 2021/0572, was currently under consideration

Two applications had been dealt with by delegated authority between meetings:

2021/0680 -

Location: 79 Yarmouth Road Ellingham NR35 2PH, proposed front extension and new porch. replacement of existing poor quality rear extension including redesign of roof. Loft conversion with dormer window. Comment submitted – planning committee has no objection to this application

2021/0502

Location: 20 Yarmouth Road Ellingham NR35 2HG, proposed single storey front and rear extension. Comment submitted – planning committee has no objection to this application, and this had already been decided.

Planning update – Waveney Wildfowl site, a traffic management plan had been put in place, with a reduction in speed to 30mph during the construction of the site.

Otto's Woods, at the end of Lockhart Road – a resident had expressed concern that a property developer had purchased the wood, which has a tree preservation order on it. No planning application had been submitted, and the only course of action was to respond to any application it was made, but also in the meantime if the resident noticed any work going on to the trees, immediate contact should be made with SNC to report a possible planning breach.

Thanks were offered to Cllrs Skipper and Wright

19. To receive items for information:

The clerk explained that the government had not extended legislation allowing local authorities to meet virtually beyond 6th May, so all being well the next meeting would be held in person in Kirby Cane Memorial Hall. There was a consultation going on regarding the possibility of holding virtual meetings in future.

20. To receive items for the next agenda:

2020/21 accounts, abandoned properties, footway lights, parking in the village, Ellingham sign

21. Date of next meeting – Monday, 20th July, 7.00pm

There being no further business, the meeting closed at 9.25pm

Signed.....
Chairman

Dated.....