

**Minutes of the Meeting of Kirby Cane & Ellingham Parish Council on Monday, 20th
July 2020 at 7.30pm in the Memorial Hall, Kirby Cane**

Present:

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

Also the clerk to the council, Jane Love, and seven members of the public.

1. To receive apologies for absence:

District councillor Brendon Bernard had given his apologies and County Councillor Margaret Stone had asked for a link to attend the meeting remotely due to Covid advice from NCC, but the clerk had explained that this was not possible as the Memorial Hall does not have an internet connection.

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 Charity and Richard Canham was a trustee of the Ellingham United Charities. John Cook also had a non-pecuniary interest in Ellingham United Charities.

3. To approve the minutes of the meeting of 18th May 2020:

The minutes of the Parish Council meeting on 18th May were agreed to be correct and were signed by the chairman.

4. To report matters arising from the minutes of the meeting on 13th January 2020:

Directional signposts righted on corner of Station Road, although the street name sign still not been righted;
The clerk did make a contribution to the Covid-19 community heroes campaign that South Norfolk Council was running, and had asked if there was anything else available to recognise local volunteers in the ongoing crisis situation;
Speeding on A143 – there had been several traffic control exercises on the A143, and there would be more on this later in the agenda;
Bin at Ellingham Sluice – two new wheelie bins had been installed there to supplement the blue bin installed before the previous meeting, and they were proving very successful. The council had yet to receive an invoice for anything from Waveney Norse, which collected the rubbish every Friday morning, and arrangement that councillors reported was working very well;
Cllr Lodge had put the council in contact with Scenic Projects in Lowestoft, who had said they could do the work if the sign was taken down and delivered to them. They have also suggested that the job might be done more cheaply if we contact the craftspeople direct, so I have asked for their contact details. Unfortunately they did not give the clerk an estimate of likely cost, which would not be available until later that week;
Councillors asked about progress on bridleway BR5/BR15, which would be discussed later in the agenda, and asked if NCC was aware that it was part of the national cycle route.

5. Opportunity for public participation:

A resident asked who was responsible for street name signs, and was informed that this would be South Norfolk District Council (NCC being responsible for directional signs). As the applicant for a planning application (2020/1068) was present at the meeting, councillors took the opportunity to ask him about his application, which was a variation of condition requesting that he should be allowed to sell his brewery products retail from his premises in the village. He explained the challenges facing the brewery business as confidence was still low in the pub/restaurant trade and unlikely to revive any time soon. He was keen to secure the future of his business by changing his business model to

sell his own products direct, and also help other local businesses, such as a local cider-maker, and a couple of other brewers of different craft beers.

6. To discuss correspondence:

- 6a. South Norfolk Council Confidence Campaign – information about getting people back into the market towns and general retail spaces. Councillors asked the clerk to let the local shop know that there were hand sanitisers, stickers and other items available as part of the scheme;
- 6b. The Norwich Western Link consultation had been relaunched and would take place from Monday, 27 July to Sunday, 20 September 2020;
- 6c. The council had been advised that there will be a closure of The Street in Poringland for resurfacing from 25 July until 28 August 2020, with the primary diversion route down the A146 and along the A143;
- 6d. The clerk was contacted late in the evening on 9 July about a vehicle that was stationary on Church Road, Kirby Cane near to the junction with Old Yarmouth Road. She immediately alerted a nearby landowner, and also emailed various contacts at the county and district councils and the police. The vehicle had moved on the next day;
- 6e. The council had been informed that Norfolk's museums would have a phased reopening from 18 July 2020, starting with the Castle Museum, Norwich, Gressenhall and Time & Tide in Great Yarmouth;
- 6f. The British Horse Society is appealing for local volunteers to look for old and underused historical routes, such as footpaths and bridleways, as there was a plan to have them taken off local maps if they were not registered before 31 December 2025;
- 6g. The Tidings magazines had requested that a list of local businesses should be put on the local noticeboards so that residents know that they are open, and the clerk has also offered a post on the website;
- 6h. Norfolk police report; Cllr Lodge pointed out that the police had drawn attention to incidents of courier fraud related to alleged Covid tests, with fraudsters posing as undercover police officers - #courierfraud
- 6i. Norfolk police Covid report.

7. 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.

The clerk explained a couple of issues that had been raised by the external auditor for the 2019/20 financial year; the first was asking for a more detailed explanation of the variances between 2018/19 and 2019/20 expenditure, which the clerk provided and the auditor was quite happy with her explanation that we did not make any play equipment purchases compared to the previous year.

The second query related to total fixed assets – the clerk had incorrectly been declaring the total purchase price on our asset register, and should only declare the net cost because, of course, the council could, and did, reclaim the VAT. The auditor confirmed they would be happy if councillors approved a written amendment to the figures for net VAT on the original AGAR form, correcting both the 2018/19 and 2019/20 figures, with the amendment signed by the chairman. The amendments should then be uploaded to the parish council website. Councillors agreed to these amendments, and the chairman signed the amended return accordingly.

The clerk asked councillors if they would like to spend any of the grant received from Norfolk Community Foundation to support the community's volunteers who had done such a wonderful job helping those who were vulnerable and/or shielding. Councillors resolved that the clerk should ask the group for expenses to date, and ask them to continue to keep a note of their ongoing expenses. More thought would be given to saying "thank you" at a later date.

Balance b/f at 18 th May 2020		£ 43,219.36
Credits:		
South Norfolk District Council	First half of precept	£ 10,250.00
Sub-total of credits		£ 10,250.00
Payment agreed at last meeting:		
BHIB insurance	Annual insurance premium	£ 605.09
Direct debit taken since last meeting:		
Information Commissioner's Office	Annual data protection registration	£35.00
Payments to be agreed:		
IMON Site Ltd	May + June grasscutting	£240.00
KC Memorial Hall	Meeting 20/7/20	£10.00
TT Jones Electrical Ltd	Streetlight maintenance + repair of column 12 in Newgate, KC	£289.69
Crossways	Cleaning of play equipment at playground ahead of reopening on 4/7/20	£180.00
Playsafety	Annual safety inspection, Ellingham playground	£174.60
Norfolk Pension Fund	Clerk's pension contribs June/July	£286.52
Michael Skipper	Signs for Ellingham Sluice	£24.00
Jane Love	Clerk's salary June/July	£950.04
	Bin bags for playground	£25.25
	Bin bags for Ellingham sluice	£53.27
	Clerk's travel expenses	£11.70
	Clerk's use of home	£36.00
Sub-total of payments		£ 2,921.16
Balance c/f at 20 th July 2020		£ 50,548.20 *

**This total includes £2500 reserve towards the cost of a future election, £7000 in general reserves, £1000 contingency reserve, £300 unspent Ellingham Football Club grant, £947.09 remaining of grant to the Memorial Hall to end financial year 2020/21 and £23,300 for the footway lights*

8. To receive a report on the playing field

Cllr Lodge reported that she and Cllr Pickering had conducted a full risk assessment of the playground/playing field ahead of the park's re-opening on Saturday, 4th July in accordance with the changes to the government guidance on the opening of children's playgrounds. As a result they had organised for some items of play equipment to be pressure-washed as they had suffered from bird excrement damage during the many weeks when the playground had not been used. Councillors asked the clerk to check

what the situation was regarding putting spikes on top of the swings etc to deter birds from landing and settling on the equipment, with the usual unfortunate results. Councillors also commented that one of the benches had been vandalised, but the grass-cutting contractor had kindly taken the slats away. Councillors briefly discussed the possibility of providing a toilet at the playground, but given the impossibility of cleaning the toilet, it was decided not to do this. The safety inspection of the park had brought up the expected small items of maintenance of which the playground committee was aware. The chairman thanked the playground committee for getting the park re-opened on time.

9. To receive a report on the Memorial Hall:

Cllr Cook reported that all the toilets at the hall had been decorated, and a new, fully insulated floor and electric heaters were currently being put in in the back room, installing a surface that could be sanitised. The Memorial Hall Committee had received a grant from South Norfolk District Council to assist with loss of earnings, and had enabled them to institute these improvements.

Some groups were now able to start meeting again, and the committee would meet to decide how this should be done in the aim of restoring some sort of normality. The chairman thanked the hall's caretaker for her help with setting out furniture and cleaning and sanitising,

10. To receive a report on the footway lights:

The column in Newgate had been repaired and the clerk was in the process of making a claim to the insurance company – the excess on the policy was £125.00.

SNC had finally informed the council that the issue of the electricity supply had finally been unpicked and it was now possible to transfer the supply to the parish council.

The clerk would obtain quotes for the supply – SNC had confirmed that the council would not be charged for the cost of electricity between the handover on 1 April 2019 and when the supply is transferred to the council.

The maintenance contractor had also informed the council that the footway lights must be tested every five years, and quoted £9.90 +VAT per column to do this. SNC had given the council an inventory for their lights, but their electrical testing regime was on a six-yearly cycle – the clerk would check which was correct with SNC and the contractor.

11. To receive a report on the SAM2 traffic calming unit:

Cllr Wright had little to report in the circumstances, but essentially most drivers were obeying the speed limit during the Covid period while the unit was in its Lockhart Road position, with the highest speed being 35mph. The next position would be in Mill Road.

12. To consider a draft Member Code of Conduct:

The clerk explained that the Code of Conduct which all councillors were required to sign was reviewed periodically, and the latest version was now under consultation. It had been circulated to councillors, and appeared to build on the existing framework provided by the seven standards guiding those in public life, known as the Nolan Principles, giving some issues more detail. All councillors were in favour of the draft presented, and were glad that the approach to bullying and harassment was clearly set out.

13. To consider specific local issues:

13a. Highways issues – the parish partnership scheme was now open to applications and would close on 7th December 2020 for the 21/22 financial year. The clerk had enquired of the Highways Department, and there seemed a strong possibility that this funding could be used for the car park scheme;

13b. Footpath along A143, Ellingham BR5, Broome BR15 – the clerk had been in extensive correspondence with NCC about the overgrown path, and had been assured that the work would be completed in the first week of August. She was asked to be sure to

convey to NCC the importance of this path, in an effort to get it onto the regular maintenance contract, and to ask the officer when she was going to visit the path so that councillors could meet with her to discuss it;

- 13c. A143 speed – councillors had read the NCC speed policy, and felt that there was no reason why the road did not meet the 40mph criteria. The clerk was asked to write to NCC to put the case again and ask for it to be reviewed;
- 13d. Concern was expressed about the number of vehicles parked in the centre of the village, particularly around the junction of Mill Road and Yarmouth Road near to the Olive Tree. The clerk was asked to contact the police to see what could be done;
- 13e. School/playground parking – now that lockdown was being eased, the clerk was asked to explore the possibility of organising a meeting, with 10th August the suggested date.

14. To consider any planning matters:

2020/1006 – Wardley Hill Campsite, application for manager’s dwelling and extension to campsite; the clerk consulted the planning committee who felt that there was little change from the previous application, and they continued to give it their support;

2020/1068 – variation of condition to allow retail sale of alcohol, all councillors supported the application and had no objections.

2020/1135 - Alterations and extensions to Crossing cottage, Braces lane, Ellingham and change of use from agricultural land to garden curtilage – councillors couldn’t see any problem and were happy to support application.

15. To receive items for information:

The clerk reported that she had heard from NCC that it could offer the parish council the “opportunity” to take over the grasscutting contract and would give the parish £645.40 to do this. The clerk would now seek quotes from the existing contractor and, hopefully, two others, with a view to councillors being able to make a decision for the 2021/22 budgeting process.

Cllr Wright asked if the council would like to take on the project of getting a bench installed at Ellingham Mill, which had been started by previous chairman Richard Lees. The chairman explained that Joyce Harms, who was a past chairman of the parish council who had taken an active role in village life for many years, had passed away recently. There would be a memorial service, probably in 2021. councillors asked the clerk to get prices for brass plaque to put in the Memorial Hall. The chairman also told the meeting of the recent sad passing of another retired parish councillors, Dee Saunders, after a long illness.

16. To receive items for the next agenda:

Village sign repair, grasscutting in the village, footway lights electricity supply, Richard’s bench, school car park, brass plaque

17. Date of next meeting – Monday, 21st September, 7.30pm

There being no further business, the meeting closed at 9.30pm

Signed.....
Chairman

Dated.....