

Minutes of the Parish Council Meeting of the Kirby Cane & Ellingham Parish Council on Monday, 18th July 2022 at 7pm in Kirby Cane Memorial Hall

Present:

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

and District Councillor Chris Brown, the clerk to the council, Jane Love, and four members of the public.

1. To receive apologies for absence:

Apologies were accepted from 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, Michael Skipper and James Lally were trustees of the Kirby Cane Memorial Hall; Iain Wright was a trustee of Kirby Cane Charities; Kerry Mallard was a trustee of the Ellingham United Charities; and John Cook had a non-pecuniary interest in the Ellingham United Charities.

3. To approve the minutes of the meeting of 16th May 2022:

The minutes of the meeting on 16th May 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):

Grasscutting – councillors had asked if it was possible to have warning of grasscutting visits so that residents could be asked to move cars from verges and so ensure that all areas were cut. The clerk had been advised by the Highways Engineer that unfortunately this would not be possible as grass cutting was carried out by a large contractor, which in turn sub-contracted the work to a third party grass cutting contractor. He further clarified that there should be four cuts per year, but that depended on the growth in any given season – there had only been three cuts last year, and with the exceptionally dry summer this year it could be the same again for 2022. Councillors discussed the possibility of taking over the grasscutting at some point, which they had previously considered, to ensure that the village was kept looking tidy.

5. Opportunity for public participation:

A resident asked when the work to the footpath on Mill Road would be carried out, and the clerk thought this should be in the summer holidays or in the autumn, but would check on this. Cllr Skipper commented that the brambles from the field hedge on the other side of Mill Road from the playing field were also overhanging again, and the clerk would contact the farmer to ask them to attend to this.

District Cllr Chris Brown reported on various activities at South Norfolk Council, including the continuing project to move to new offices on the edge of Norwich, and the possible need to have satellite offices in the district, or maybe a mobile unit.

He also commented on “nutrient neutrality” - that continued residential development might cause damage to water courses – which meant that in some areas no planning applications could currently be approved, even single dwellings.

Cllr Brown also reported on efforts to extend the recycling system in South Norfolk to try to bring the district closer to its recycling target.

14. To receive a report on the school/playground carpark project:

(This item was brought forward on the agenda) Cllr Skipper, chairman of the car park committee, reported that sadly there had been little progress on this issue as the lease was still not available, in spite of repeated attempts by the Ellingham United Charities and the clerk to contact the diocesan solicitor to see if they could act for the charity in the finalisation of the lease. The charity had sought quotes for this work, and the

council approved a sum of £1500 to cover legal fees if and when a solicitor could be found. The charity's chairman undertook to make one last attempt to contact a representative of the diocese, before resorting to using a firm of solicitors to advise the charity and ensure the lease was correctly drawn up.

6. To discuss planning matters:

2022/0989: Leet Hill House Yarmouth Road Kirby Cane Norfolk NR35 2HJ

Change of use from ancillary accommodation to dwelling house.

Details had been circulated between meetings, and the planning committee had made no comments.

Cllr Skipper asked if there had been any further information on the application for the extension of the wildfowl site, and the clerk would check and report back.

7. To discuss correspondence:

- a) the A143 would be closed on the night of 28th July from 7pm to 6am;
- b) Norfolk County Council had requested information about Neo-nazi group activity in the county, and the clerk asked if anyone was aware of anything like that to let her know and she would forward this to Norfolk ALC, which was fielding the information;
- c) various information had been received about support with living costs;
- d) Jubilee Trees for Norfolk – unlike last year, the tree scheme was for discounts on tree packs, they were not being offered for free. The clerk would put something in the next issue of Tidings, which would be published in September;
- e) Norwich Western Link update - the cost of the project was now put at £251million;
- f) bonfires had been reported at the Anglian Pallets site, and the enforcement officer at SNC had replied indicating that pallets and other items should not be being burnt, and he had advised the owners of this. He had also indicated that the site was untidy and asked for it to be tidied up, although it probably did not reach the threshold for legal action.
- g) the Norfolk Highways “parish partnership” scheme 2023/24 had been announced, and bids should be submitted by 9th December 2022.
- h) an email had been received from SNC asking councils to express an initial interest in having electric vehicle charging points, so the clerk had replied on behalf of the parish council – this was an initial expression of interest and not in any way binding.

8. To receive a financial report from the Clerk and to approve invoices for payment:

The clerk had sent off the required documents to the external auditor within the allocated timeframe, and to date had received one enquiry asking for more details about the variance in the amount of general receipts which exceeded their permitted threshold. I have analysed the figures in more depth and had not yet received a reply. The clerk had received the annual adopter payment information from SNC for the recycling area, which she would return having updated the bank account information. Councillors agreed to apply for a card to enable the clerk to pay cash into the Unity Trust bank account via Seething Post Office.

Balance b/f at 16th May 2022		£ 53,198.96
Receipts:		
South Norfolk Council	Platinum Jubilee grant	£200.00
HMRC	VAT refund	£2,228.77
Easy fundraising	Donations from online purchases	£19.26
Cash	Proceeds of Party, 5/6/22	£991.50
Payment between meetings:		
BHIB Ltd	Annual insurance 2022/23	£677.32
Mrs J A Minns	Reimbursement of expenses for party, 5/6/22	£200.00
Direct debit:		
Information Commissioner	Data protection registration	£35.00
Unity Trust	Bank charges	£18.00
Standing order:		
Jane Love	Clerk's monthly salary + use of home	£512.44

Payments to be agreed:		
IMON Site Ltd	May + June grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for meeting 18th July	£10.00
Playsafety	Annual playground safety inspection (including routine checklist)	£212.40
Joel Spurdens Pest Control	Pest control at Ellingham Playing Field, Jan-Mar 2022	£105.00
Joel Spurdens Pest Control	Pest control at Ellingham Playing Field, Apr-Jun 2022	£110.24
Joel Spurdens Pest Control	Pest control at Ellingham Playing Field, Jul-Sep 22	£110.24
Norfolk Pension Fund	Clerk's pension contribs Jun/Jul	£310.08
HMRC	Clerk's tax for June	£1.60
HMRC	Clerk's tax for July	£2.20
Jane Love	Clerk's monthly salary + use of home	£512.44
	Bin bags for mill bridge	£58.00
	Clerk's travel expenses	£22.50
	Adjustment for difference in tax	£0.60
Sub-total of payments		£ 3,138.06
Balance c/f at 18th July 2022		£ 53,500.43 *

**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, £147.09 remaining of grant to the Memorial Hall to end financial year 2021/22, £2,281 for the playground project, £18815 for the footway lights and £500 of the Covid emergency response grant*

Councillors agreed the list of payments presented by the clerk and the chairman checked and signed the reconciliation and bank statements.

9. To consider amendments to the annual review of internal controls:

The internal auditor had advised updating the annual review document, so the clerk had downloaded the latest version from the NPTS website and amended it slightly to account for the council's regular practices. The councillors adopted the new policy unanimously.

10. To consider empty properties in the village:

Following a site meeting with councillors and the enforcement officer from SNC shortly after the May parish council meeting, the clerk had contacted the officer to see if there was any further progress, but the eight-week timeframe set for the executors of the estate had not yet elapsed. Councillors advised that no activity had been seen at the properties, and no improvement in the condition of the properties or their gardens was evident, which the clerk would pass on to the enforcement officer.

11. To receive a report on the playing field:

Cllrs Lodge and Pickering reported that the annual safety inspection had recently been carried out at the playground and a few items needed attention to keep it to its high standard of maintenance. Surface work under the swings was needed, and also the zip wire needed to be taken down and tested for strength, which is a periodic requirement. The skateboard half pipes also needed attention, along with some other items. The councillors would meet with IMON Site, which was doing ongoing maintenance work, and revise the action list with reference to the latest report.

12. To receive a report on the footway lights:

There was nothing to report as all was quiet regarding the footway lights.

- 13. To receive a report on the SAM2 traffic calming unit:**
Cllr Wright presented his latest report on the SAM2, which had been located on Church Road by the school during the month of June. He had looked at trying to locate the unit in a different location in relation to the school, but this was not possible due to the lack of a suitable post to which the unit could be attached.
- 15. To receive a report on Operation London Bridge:**
Councillors had received a report about the arrangements in place for the period of mourning following the death of the monarch. The only direct implication for the parish council would be the postponement of any meeting that fell during a mourning period, but councillors also asked the clerk to find out the cost of a condolence book that could be placed in the Memorial Hall at the appropriate time. The issue of a budget for a future coronation event was also raised, which the clerk would add to the agenda for the budget meeting in December.
- 16. To consider specific local issues:**
i) highways issues – Cllr Lodge had reported that a lorry had arrived at the corner near the school and was jetting the drain there, which Cllr Skipper reported had been clearing all the drains along the A143;
Councillors asked the clerk to report rubbish in the layby at Geldeston to the clerk there, and also report visibility issues at the Church Road/A143 junction and Wardley Hill/A143 junction.
- 17. To consider an emergency plan for the village:**
A committee would be formed to add detail to the draft put together by Cllr Mallard. The clerk would advertise for an “emergency co-ordinator” in Tidings.
- 18. To consider setting a date for a village fête for 2023:**
Following the success of the Party in the Park on 5th June in spite of less than favourable weather conditions, councillors discussed the possibility of setting a date for a similar event in 2023. A date in early August was discussed and would be finalised at a later meeting.
- 19. To receive items for information:**
Cllr Wright expressed concern about the number of vehicles parked at Ellingham Mill during the hot weather.
- 20. To receive items for the next agenda:**
Date for 2023 event, annual accounts, emergency plan, condolence book
- 21. Date of next meeting – Monday, 19th September 2022, 7pm**

There being no further business, the meeting closed at 8.55pm

Signed.....
Chairman

Dated.....