

Minutes of the Parish Council Meeting of Kirby Cane & Ellingham Parish Council on Tuesday, 16th September 2025 in Kirby Cane Memorial Hall at 7pm

Present:

Richard Canham, James Lally, Lesley Lodge, Andrew Raymant, Michael Skipper also county councillor Barry Stone, 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 parish councillor Kerry Mallard and Julie Pickering.

2. To receive declarations of interest from members on items on the agenda, and any requests for a dispensation on those interests:

James Lally was a trustee of the Kirby Cane Memorial Hall; and Richard Canham was a trustee of the Ellingham United Charities.

3. To approve the minutes of the meeting of 8th July 2025:

The minutes of the meeting on 8th July 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):

The new bus shelter was due to installation w/c 3 November 2025;

The permissive access agreement had been signed by the chairman on behalf of the parish council;

The Highways Engineer had confirmed that there was nothing they could do regarding creating a "pullover"

opposite the village shop as the Highways authority does not provide parking, nor would it change a verge/footway into a layby outside a residential property;

PC Cadwell had followed up on various issues that had been raised by residents when she attended the July meeting. She had looked at the speeding issue, but would pursue this again to judge school term-time activity; there was little that she could do about loud motorbikes on the A143, and it was not possible to do speed checks on that road as the speed limit is 50 mph; regarding the Stockton site, PC Cadwell had been monitoring it but there seemed to be little new activity on the site - she had referred it to SNC planning and was informed of attempts to get residential planning permission on the site. It was a result of this enquiry and a new planning permission that the chairman and clerk had discovered that this site was not actually part of the parish, but was part of Stockton.

Vandalism at the playing field/playground - PC Cadwell made some comments about CCTV, and signage (which was already in place).

The top-up funding for the bus shelter was discussed and Cllr Stone indicated that this might be forthcoming.

5. Opportunity for public participation:

A resident enquired whether the SAM2 was registering speed correctly; there was also a query about the locations of the SAM2 and whether they needed to be revised. The clerk would check with the supplier, Westcotec.

County Cllr Barry Stone reported that devolution was at committee stage, and more would be known some time in the autumn, possibly included in the Budget; there had been a change to Ranger service provided by Norfolk Highways, but it seemed unclear how this would now work - in particular there was a lot of signage that needed cleaning; the Norfolk Community Fund was open for applications from any parish groups, not just parish councils, in the range of £200 to £5,000 with the aim of supporting local groups and activities, Cllr Stone could approve up to £500, and above £500 match funding would be required.

District Cllr Chris Brown reported on local government organisation, SNC's position on which had just been released, supporting two unitary authorities for Norfolk. There were

other views from other authorities on one unitary and three unitaries, all of which would be forwarded to government, but a decision would not be known until some time in 2026. Reorganisation would take a lot of work, so it was likely that the authorities would start discussions soon so that there was some level of preparedness. Shadow local authority elections were planned for May 2027 to enable the new authorities to run alongside the old for a year before the changeover occurred in April 2028. County council elections would however take place in May 2026, having been deferred from May 2025, as this was a legal requirement.

There was some discussion of solar farms and pylon runs, both of which Cllr Stone reported were opposed by Norfolk County Council.

Cllr Barry Stone left the meeting

6. To discuss planning matters:

2025/2022 - Location: Litchmere Farm, Litchmere Lane, Kirby Cane Norfolk NR35 2HR: Change of use and conversion of barn to a dwelling with new extension – councillors agreed to support this application.

The clerk reported that there had been a report from SNC planning enforcement about the siting of a shipping container on a meadow west of Florence Way, which had been determined not to be development, and the use of the container was incidental to the use of the land, and therefore the matter had been closed by SNC.

The clerk would check about the status of the application for the residential property at the fishing lakes, where there was an outstanding query about the large piles of what appeared to be extracted material on the site. The clerk would endeavour to find out more about what was going on on the site.

Cllr Chris Brown left the meeting

7. To receive written applications for the office of parish councillor and to co-opt a candidate to fill the existing vacancy:

An application for co-option had been received and the councillors unanimously voted to co-opt Robin Stock, who was welcomed by the chairman, signed a declaration of acceptance of office and joined the meeting

8. discuss correspondence:

- a) A letter from Turnstone House - councillors had no concerns about the facility, nor were there any risks identified;
- b) Hedge near Olive Tree on Old Yarmouth Road - tree had been trimmed recently, and if any more was cut back it would go into the dead wood. Councillors considered that it was still encroaching somewhat on the footpath, and asked the clerk to write a letter to the resident explaining that there had been a complaint and passing on councillors' comments;
- c) White Paper on English devolution and community empowerment;
- d) The latest county councillor report.

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

The clerk explained that she had made use of the payment card, which was a debit card, and the transactions were therefore shown on the monthly bank statement, including the monthly card fee of £3.

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

There was some discussion of the annual charge for the dog bins, but the consensus was that the current arrangements should remain unchanged.

The clerk reported that the notice of conclusion of audit had been received, with no issues raised, and the necessary paperwork had been placed on the noticeboard and on the website.

Balance b/f at 8 th July 2025			£ 72,789.91
Debit card purchases:			
Amazon	Bin bags for playing field	£21.79	£24.79
	Debit card monthly charge	£3.00	
Amazon	Cork board for noticeboard	£12.13	£15.13
	Debit card monthly charge	£3.00	
Standing orders:			
Jane Love	Clerk's monthly salary – August		£577.74
Jane Love	Clerk's monthly salary – September		£577.74
Payment between meetings:			
Realise Futures	Memorial Bench		£650.76
Unity Trust	Bank charges		£12.00
HMRC	Clerk pension/NIC		£196.25
Payments to be agreed:			
IMON Site Ltd	July + August grasscutting		£240.00
Shaun Pickering	Supply and fitting of canopy at playing field		£360.98
Kirby Cane Memorial Hall	Hire of hall for PC meeting 16/9		£20.00
PKF Littlejohn	External audit 2023/24		£252.00
Toilets +	Summer hire of toilets at playing field		£361.20
Norfolk Pension Fund	Clerk's pension contribs Aug/Sep		£346.16
Jane Love	Balance payment		£3.19
Sub-total of payments			£ 3,637.94
Balance c/f at 16 th September 2025			£ 69,151.97

10. To consider new email addresses for councillors and clerk, and any other matters related to them, and to the new website address and design, etc:

The councillors had received notification of the new addresses, although some were yet to be activated. The process for setting up the addresses seemed quite straightforward. The clerk would speak to the website adviser about some changes that were needed for the sake of compliance, but would work towards switching over to the new clerk email as soon as possible. This would take some time, and also relied on having the new website address in effect.

11. To receive a report on the playground:

Cllr Lodge reported that the new canopy had been well-used, and it had been taken down for the winter. There had been an issue with the perimeter fence, and Cllr Lodge enquired whether the landowner would have any responsibility for maintaining or replacing the fence.

The posts and top tension wire in particular needed attention. A full replacement would cost a lot of money, but spot repairs would make more sense. There had been no formal written complaints, but issues had been raised by IMON Site, the maintenance contractor. The playground committee would consider what action was required. The park had been very well-used in the summer and the toilet had not been knocked over, thanks to the pegs that were in place. A new contractor had been found for the painting required, and this job was in hand.

12. To receive a report on the car park project:

The clerk reported that the latest solicitor, Roger Taylor, had at last sent the EUC an updated version of the lease. The charity had asked the clerk to check with councillors over some confusion about the clause concerning the return of the land in the event

that it was no longer needed as a car park - councillors confirmed that they were happy for the land to be returned to its original state in the event that the parish council no longer wished to rent the land as a car park.

Councillors discussed the importance of having a height bar in place on the new car park.

They also asked the clerk to ask the charity to impress upon the solicitor the importance of speed, and that the matter should be concluded by 30 November, as grant applications needed to be put in place by the end of the financial year

13. To consider an annual appraisal for the clerk:

The clerk would organise a meeting with the chairman and Cllr Lodge to conduct the annual appraisal

14. To consider specific local issues:

i) highways issues – complaint about junction of Wardley Hill Road and A143 where the hedge was overgrown and obscuring visibility, making the junction very dangerous. The clerk would report this to NCC highways.

Cllr Canham reported a tree hanging in the hedge on the A143 near the turning for Ellingham West, which the clerk would report.

There were also some trees down along bridleway BR5, Cllr Raymant would inspect and take photographs to support the clerk's report to Highways.

There was discussion of the provision of a convex mirror on private land opposite the end of Newgate. This would not be provided by Highways, and would require the permission of the property owner. There was discussion about where liability would lie in the case of an accident, which the clerk would check.

Cllr Stock reported that a raised manhole cover was causing a trip hazard in the footpath near to The Olive Tree, and he would provide some photographs of the problem for the report to Highways.

Cllr Raymant questioned whether anything would be done about the signage at Ellingham Mill regarding access for large vehicles, as the Highways Engineer had indicated he would have a look at this issue. Also, he expressed concern about vehicles speeding along Mill Pool Lane, and whether any speed mitigation measures could be implemented, although this was in Suffolk.

ii) SAM2 - There was insufficient data for a report, and there had been an issue with downloading the information, which was being resolved. Cllr Stock asked for a change to the location of the unit, the Yarmouth Road/Lockhart Road location in particular not being very useful. The clerk would check with the supplier, Westcotec.

iii) Defibrillator - the clerk had done the latest check. The chairman enquired whether it would be useful to have another training session in the use of the defibrillator, and there were varied opinions about whether it would be useful.

19. To receive items for information:

The coffee morning would take place on Thursday, 25 September, starting at 10am, and would be attended by Age UK, and possibly a Norfolk Police representative

20. To receive items for the next agenda:

Car park lease, Norfolk Community Fund update, defibrillator report, SAM2

21. Date of next meeting – Tuesday, 11th November, 7pm

There being no further business, the meeting closed at 8.40pm

Signed.....
Chairman

Dated.....