

## Minutes of the Meeting of the Kirby Cane & Ellingham Parish Council on Monday, 21<sup>st</sup> March 2022 at 7pm in Kirby Cane Memorial Hall

### Present:

John Cook                      Lesley Lodge                      James Lally  
Julie Pickering                Michael Skipper                  Iain Wright  
and District Councillor Brendon Bernard; the clerk to the council, Jane Love; and eleven members of the public.

*The chairman led a one minute's silence before the meeting began  
for reflection on the plight of Ukraine and its citizens*

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

Apologies were received County Cllr Barry Stone and parish councillor Kerry Osborne.

### 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 was a trustee of the Kirby Cane Memorial Hall; Iain Wright was a trustee of Kirby Cane Charities; and John Cook had a non-pecuniary interest in the Ellingham United Charities.

### 3. **To approve the minutes of the meeting of 10<sup>th</sup> January 2022:**

The minutes of the meeting on 10<sup>th</sup> January were agreed to be correct and were signed by the chairman.

### 4. **To report matters arising from those minutes (no decisions may be taken on any of these items):**

The widening of the cycle path along the A143 between Ellingham and Bungay had been completed by Norfolk County Council using grant funding had been completed, and councillors had reported that a good job had been done. The clerk had thanked the officer at NCC who had organised for this to be done at the instigation of the parish council;

The parish council had been in close contact with South Norfolk Council regarding the Stockton site to the south of the A143, and this would feature in the planning discussion;

County Cllr Stone had organised two packs of fruit trees, which had been delivered and distributed in the village. The clerk had thanked Cllr Stone on behalf of the council;

The clerk had written to the two properties on Old Bungay Road as directed regarding standing water across the road, but had not had a reply from either one.

### 5. **Opportunity for public participation:**

A resident voiced their frustration and disappointment at the condition of two properties in the village - one on Lockhart Road and the other on Nursey Close – which had been the subject of discussion at meetings and correspondence with SNC over the past two years. The resident was very concerned not only about the appearance of the properties but also, following the very dry winter, the accumulation of vegetation which would dry out during the summer months and could become a fire risk. The clerk would contact the executors of the estate and South Norfolk Council again, and copy in the local MP, Richard Bacon, to see if anything could now be done, as it was around three years since the owner of the properties died.

A resident asked if there could be a community response to the Ukrainian refugee crisis. The chairman responded that the effort had to be led by the district council, and the clerk would ask if SNC could inform the parish council if any refugees were to be housed in the surrounding area, in which case further action could be considered.

The chairman invited comments from members of the public on any other issues, but no-one came forward.

*Due to the presence of residents in the hall, the chairman brought discussion of planning applications forward*

**21. To consider any planning matters:**

2022/0458 - Wardley Hill Campsite, *to revise design of Campsite Service Building with Wardens accommodation* The planning committee supported the original application and continues to support the revisions to the application.

2022/0428 - The Stores House 17 Mill Road Kirby Cane Norfolk NR35 2EZ, *Conversion of part residence (linked to 17 Mill Road) part commercial property to two bedroom apartment with amenity yard including two storey extension to north elevation* The planning committee had no problems with the plans for the residential conversion but were extremely concerned that, if approved, the development would add to the existing problem with parking in the centre of the village. With the issue of parking and road safety in mind, the planning committee therefore felt unable to support this application.

2022/0390 - *Outline application for 1-5 dwellings at Anglia Palletts site, Storage Freight Yard Geldeston Road Ellingham Norfolk* Although it was wary of development so far outside the village boundary, this would make use of a brown-field site, take vehicles away from the centre of the village, and also reduce the traffic past Ellingham Primary School. The committee was also aware of the national need for more housing. The planning committee therefore decided, on balance, to support this outline application, and hoped that a future detailed planning application would take into consideration that the site was partially inside the Broads Authority area and in close proximity to St Mary's Church, Ellingham, to ensure that the style of any properties proposed would be sympathetic to their location.

The clerk and chairman reported on the site at Stockton to the south of the A143 where vegetation has been cleared and significant work undertaken in recent months. The site had been visited by the enforcement office from SNC who had been told, amongst other things, that two 40-foot containers had been revealed to be buried on the site, although it was patently clear to any by-stander that the containers had been recently buried in the ground. The officer had reported that regardless of this, the owner of the site would need to submit an application for change of use of the site that would either apply for the containers to be retained in position, or demonstrate that they had been cleared from the site. The council awaited further news on this, as the 21 days which had been given to submit an application had lapsed. The chairman expressed the council's frustration to District Cllr Bernard at the difficulty of getting responses from SNC officers.

**6. To discuss correspondence:**

- 6a. Big South Norfolk Litterpick – this campaign was resuming, but making various offers to parishes in return for a formal commitment. Some of the requirements were changing, however, and the community would continue to carry out independent individual litterpicks to keep the village tidy;
- 6b. Norfolk & Norwich Hospitals Charity cycle challenge – the charity was trying to encourage cycling around the county for wellbeing and to raise money for the hospital;
- 6c. Anglian Water working in partnership – offering assistance to vulnerable customers;
- 6d. Kirby Cane Estate, four “deposit declarations” - the council had been informed by the agent for the estate that various “deposits” made with Norfolk County Council relating to various parcels of land were purely procedural to formalise existing access arrangements on the estate, and had no impact on the parish council's permissive access agreement with the estate;
- 6e. A146 closures at Loddon – there would be two further complete road closures affecting the A146 over the next two weekends.

7. **To consider an annual pay increase for the clerk:**  
Due to lengthy discussions between the government and national representative organisations, this annual pay increase was backdated to 1st April 2021. The clerk left the room and councillors agreed the increase of 1.75%, and also an increase of 5p per mile on the clerk's mileage expenses (currently the HMRC-approved rate of 45p/mile) to 50p/mile in view of rising fuel costs.
8. **To consider renewal of the council's subscription to Norfolk Parishes Training & Support:**  
Councillors agreed to subscribe to the Norfolk PTS advice service for 2022/23 at a cost of £123.33.
9. **To consider the clerk's attendance at the NPTS March seminar on 31<sup>st</sup> March 2022:**  
Councillors agreed that the clerk should attend this event as there were useful items on the agenda, at a cost of £48 plus mileage.
10. **To receive a financial report from the Clerk and to approve invoices for payment:**  
The clerk reported that the new bank account had been opened, and gradually some teething problems with logins etc were being ironed out. Because two new signatories had been added, it had not been possible to do a direct switch of the accounts, so the Barclays account was still active, and councillors agreed that a cheque for £5000 should be drawn on the Barclays account and paid into Unity Trust so that the latest round of payments could be made from the new account. This would mean that the clerk could more easily conclude the annual return without having to wait for cheques to clear. The clerk had also advised SNC of the bank account change so that the first tranche of the precept could be paid into the new account.

The clerk had made amendments to the financial regulations and effectiveness of internal controls to allow for the new regime of online payments, and, instead of cheque stubs for initialling, for example, would present each councillor with a list of payments to initial as they authorised them.

**Financial Report:**

Balance b/f at 10 <sup>th</sup> January 2022		<b>£ 48,896.55</b>
<b>Payments since last meeting:</b>		
Subteno Ltd	Disbursement costs associated with design – plans of utilities	£76.40
Mr M Skipper	gravel for soakage test	£151.00
<b>Payments to be agreed:</b>		
IMON Site Ltd	January + February grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for meeting	£10.00
Norfolk Parish Training & Support	annual subscription 2022/23	£123.33
South Norfolk Council	Dog bin emptying, 2021-22	£796.32
Norfolk Pension Fund	Clerk's pension contribs Feb/Mar	£331.10
	Clerk's salary Feb/Mar	£970.42
Jane Love	Clerk's pay increase from 1 <sup>st</sup> April 2021	£108.49
	Clerk's travel expenses	£16.92
	Clerk's use of home	£36.00
<b>Sub-total of payments</b>		<b>£ 2,859.98</b>
Balance c/f at 21 <sup>st</sup> March 2022		<b>£ 46,036.57</b>

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

**11. Policy review:**

Councillors reviewed and adopted Standing orders, Financial regulations, Effectiveness of internal controls, asset register and the Financial risk assessment ahead of the financial year end 2021/22, which they approved with the suggested amendments for the introduction of internet banking. In view of the recent relaxation of legislation, it was considered that the Covid-19 risk assessment was no longer needed.

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

- 12i. Highways issues – councillors reported that a car had been parked in the layby off the south of the A143 in the bus stop near the end of Yarmouth Road which had been there for some time in spite of the presence of “authorities aware” notices. The clerk would contact the police and/or NCC highways to report this;  
Branches were still blocking the footpath in Ellingham West, and although NCC had been informed, it was likely that this was the responsibility of the landowner, and the clerk would contact Col Smith;  
Flooding, which had already been reported on the corner of School Road and Station Road, was still an issue;  
At Ellingham Mill there were potholes between the residential properties and the bridge;  
A resident had reported that there was a “narrow road” warning sign which was in the wrong place to be able to deter drivers of wide vehicles from ending up at Ellingham Mill, and they asked if this could be re-sited. The resident would send the clerk an image of the sign in question.
- 12ii Update on Wainford Sluice – in spite of a lengthy consultation, there had been no change in ownership of the sluice mechanism.

**13. To consider arrangements for the Annual Parish Meeting on 25<sup>th</sup> April 2022:**

Councillors resolved to return to their previous practice of holding a sociable evening with a talk by a guest speaker (in this case about Good Neighbour Schemes) and refreshments afterwards.

**14. To consider arrangements for a celebration of HM The Queen’s Platinum Jubilee and making an application for funding for this event:**

Plans for this event were well underway and the clerk would put some more information in Tidings, and book two toilets for the playing field.

**15. To receive a report on the playground:**

Work was still being done on the maintenance jobs and the basketball post and hoop had been extensively renovated. The playground committee had investigated putting up the gazebo that had been given to the parish, and had received advice that planning permission was required. A planning consultant recommended by Cllr Bernard had offered to submit the application retrospectively for a reduced rate and the meeting felt it would be appropriate to have the gazebo put up and then make the planning application, at a maximum cost of around £300 (which may be reduced if the parish council can provide images and other preparatory information).

**16. To consider floral displays for the village:**

Cllr Lally had raised the possibility that it might be a good idea to have some more baskets around the Memorial Hall and possibly the village signs, and councillors discussed some sort of competition to encourage residents to grow more flowers. Cllr Lally would write a message to be put in the May issue of Tidings.

- 17. To consider the appointment of two new trustees to the Kirby Cane Memorial Hall Committee:**  
 Cllr Cook expressed his wish to take a less prominent role on the Memorial Hall Committee after several years as chairman. Cllr Lally agree to join the committee as a Trustee. Cllr Skipper would stay on as vice chairman.
- 18. To consider a draft Emergency Plan for the village:**  
 This item was deferred to a later meeting.
- 19. To receive a report from the Car Park Committee:**  
 Cllr Skipper reported that the tender process for the car park project had been completed and three quotes had been received, which would be considered at a dedicated meeting of the Car Park Committee on Monday, 28<sup>th</sup> March. Councillors agreed that the committee's terms of reference should be amended to confirm that the committee was delegated to agree the appointment of a contractor and also to agree the signature of a tenancy agreement for the car park site once it was available. The clerk reported that she had been advised that the committee should seek specialist VAT advice at a cost of £300 to £400.
- 20. To consider a request for an amendment to the schedule of bonfires at the Newgate Allotments:**  
 The procedure for the allotment bonfires has been a great success and the nearby properties and the Allotment Society are happy with the arrangements in place. The parish council's chairman and vice chairman would like to reinstate the practice of regular visits to the allotments, which had sadly been suspended due to Covid, and the clerk would organise a meeting in the spring/early summer.
- 22. To receive items for information:**  
 After two years of dealing with the bins at Ellingham Sluice, Cllrs Cook and Skipper announced their wish to step back from these duties, and a nearby resident stepped forward and offered to take this over.
- 23. To receive items for the next agenda:**  
 Emergency plan for the village, the Queen's Platinum Jubilee event, reply on Stockton site, annual accounts
- 24. Date of next meeting: Annual Parish Council Meeting, Monday, 16<sup>th</sup> May, 7pm  
 (Annual Parish Meeting, Monday, 25<sup>th</sup> April, 7pm)**

There being no further business, the meeting closed at 9.19pm

Signed.....  
*Chairman*

Dated.....