

## Minutes of the Parish Council Meeting of the Kirby Cane & Ellingham Parish Council on Monday, 17<sup>th</sup> July, 2023 at 7pm in Kirby Cane Memorial Hall

### Present:

Richard Canham

John Cook

James Lally

Lesley Lodge

Kerry Mallard

Andrew Raymant

Julie Pickering

Michael Skipper

Iain Wright

and district councillor Chris Brown, the clerk to the council, Jane Love, and five members of the public.

### 1. To receive apologies for absence:

Apologies were accepted from County Cllr Barry Stone and District Cllr Brendon Bernard.

### 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; Kerry Mallard and Richard Canham were trustees of the Ellingham United Charities; and John Cook had a non-pecuniary interest in the Ellingham United Charities. Julie Pickering also declared an interest in the planning application under discussion, and preferred to abstain from the voting.

### 3. To approve the minutes of the meeting of 15<sup>th</sup> May 2023:

The minutes of the meeting on 15<sup>th</sup> 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):

Rangers – all items reported to Norfolk County Council had been completed;  
Defibrillator – Cllr Wright had verified with East Anglian Ambulance Service that the defibrillator battery had been attended to and it is now back in commission;  
Website – the clerk had done a lot of clearing of old files on the website, and had achieved a reasonable level of storage without additional expense.

### 5. Opportunity for public participation:

A resident commented on the state of the verges in the village, especially around the seat near the bus stop, and asked when the grass would be cut again – the clerk explained that it is difficult for NCC to predict when this is likely to happen. So far the grass had only been cut once.

Cllr Wright reported that the chevrons on the sharp bend at Ellingham West had become obscured by foliage, and the clerk would report that to NCC.

Cllr Chris Brown reported that SNC had finally moved into its new offices in Broadland Business Park, and were looking to rent out office space as there was plenty of spare capacity. The sale of South Norfolk House in Long Stratton was still to be decided.

Political balance in SNC had changed since the election, and now the Scrutiny Committee is chaired by an opposition councillor. Cllr Brown had been appointed to the Waveney, Lower Yare & Lothingland Internal Drainage Board, and the Harleston Borda Hoppa board.

Currently one of the biggest issues was the route of pylons across Norfolk, Suffolk and Essex from the offshore generation areas, and consultation was currently underway on the “Norwich to Tilbury” line.

Cllr Brown also mentioned that he and Cllr Bernard and one other had been appointed to be councillors on Geldeston Parish Council. Cllr Wright enquired whether Cllr Brown could ask about the SAM2 as this was still with Geldeston.

Cllr Lodge asked about the possibility that whole loads of waste would be compromised by a small amount of food waste, etc. Cllr Brown replied that South

Norfolk waste was sorted, so it shouldn't be such an issue, and then delivered to NCC, the waste disposing authority. Contamination of recycling loads often occurred because nappies were incorrectly disposed of in recycling bins due to confusion about symbols on packaging.

Cllr Raymant asked about the possibility of wind turbines at Shipmeadow, but there was some uncertainty about whether there was a project in the offing.

Cllr Brown was thanked for his report.

**6. To discuss planning matters:**

2023/1250, Swan Meadow Fishery, Yarmouth Road, Ellingham; Erection of 3 x tourism and fishery lodges, a fish hatchery, a store building and building for WC's , showers including disability and area for cubicles for sale of baits, tackle and convenience foods for fishermen and additional vehicle parking area

The applicant, Tim Dunford, was present and was able to answer questions from the councillors. Mr Dunford explained that it was a long-term project – to develop accommodation for people on fishing holidays, Along with a shop for specialist equipment to be able to control what is fed to the fish and also the equipment that was used, for the sake of biosecurity - and the intention was for the site to open for business in 2024 or 2025. Customers would be by pre-booking only, and security on the site would be high, with locked gates to ensure that otters, for example, did not gain access and undermine fish stocks. There would also be a small fish rearing operation on the site.

Following discussion, councillors agreed to support the application.

**7. To discuss correspondence:**

- 7a. Letter of thanks had been received from Ellingham PCC thanking the council for its annual grant for churchyard maintenance;
- 7b. The clerk would sign and return the Adopter Payment agreement for the mini recycling centre at Ellingham Playing Field, for the hosting of which the parish council receives an annual payment of £250;
- 7c. The principal of Turnstone House children's home in Old Bungay Road had written their annual letter as required by legislation to enquire whether the council was aware of any "concerns" or "risks" that may affect the establishment and the running of such a home. Councillors were aware of one serious incident in relation to a resident of the home in the past year, but generally councillors felt that there seemed to have been fewer incidents recently;
- 7d. The council had received confirmation that the defibrillator at the Memorial Hall was back in service, as mentioned earlier in the meeting;
- 7e. Wainford Sluice – the council had received confirmation that, following a consultation process which started in 2021, responsibility for part of the river control structure (known as a penstock) in that area would pass to a "third party riparian owner", presumed to be a local land/property owner. The Environment Agency did confirm that this new third party owner would have to fulfil land drainage byelaw obligations, and need consent from the responsible authority - which for main rivers is the Environment Agency - if they want to alter, remove or replace the structure;
- 7f. Overgrowth from crops and long grass past the houses on Kirby Cane BR5 near to the A143 had been reported and the footpath had been restored as a result;
- 7g. Following the discussion at the last meeting, the clerk had received emails from a resident about the poor condition of the verge on Mill Road that had been used as a work area during the footpath works earlier in the year, which she had referred to NCC. Highways had replied that the contractor had grass seeded the area but that cars had then been parked on the area, which had impeded germination. Councillors questioned this, but regardless, they asked the clerk to ask NCC to turf the area;
- 7h. The Parish Partnership scheme has been released once again, for small schemes in proximity to the highway.

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

**Financial Report:**

|   |   |                   |
|---|---|-------------------|
| Balance b/f at 15 <sup>th</sup> May 2023  |   | £ 62,229.37       |
| <b>Receipts:</b>                          |   |                   |
| Cash                                      | Sale of coronation coins  | £90.00            |
| HMRC                                      | VAT reclaim   | £1,072.60         |
| Easyfundraising                           | Donations to car par project  | £43.97            |
| Lesley Lodge                              | Proceeds of fundraising pamper event  | £160.00           |
| Cash                                      | Donations tin contents – Memorial Hall  | £17.19            |
| <b>Sub-total of receipts</b>              |   | <b>£1,383.76</b>  |
| <b>Standing order:</b>                    |   |                   |
| Jane Love                                 | Clerk's monthly salary + use of home – June                                       | £539.20           |
| Jane Love                                 | Clerk's monthly salary + use of home – July                                       | £539.20           |
| <b>Payments between meetings:</b>         |   |                   |
| Information Commissioner                  | Annual payment for GDPR registration  | £35.00            |
| Kirby Cane Memorial Hall                  | Half share of proceeds of surplus from Coronation event, 7 <sup>th</sup> May 2023 | £102.95           |
| Unity Trust Bank                          | Quarterly bank charges  | £18.00            |
| HMRC                                      | Clerk tax for February + March 2023 – adjustment                                  | £0.12             |
| BHIB Ltd                                  | PC insurance 2023/24  | £685.52           |
| Mrs H Boyd                                | Expenses for Coronation party, 7 <sup>th</sup> May 2023                           | £11.40            |
| Mrs S Blake                               |   | £21.00            |
| Mrs D Wadley                              |   | £9.83             |
| Mrs S Oldman                              |   | £25.76            |
| Mrs G Horton                              |   | £43.90            |
| <b>Payments to be agreed:</b>             |   |                   |
| IMON Site Ltd                             | May + June grasscutting   | £240.00           |
| Kirby Cane Memorial Hall                  | Hire of hall for meetings 19 <sup>th</sup> June + 17 <sup>th</sup> July           | £40.00            |
| ROSPA Play Safety                         | Annual inspection of playing field  | £182.40           |
| Joel Spurdens Pest Control                | Pest control at Ellingham playing field Jul-Sep 2023                              | £132.29           |
| Joel Spurdens Pest Control                | Pest control – incorrect payment made in May                                      | £22.05            |
| Norfolk PTS                               | Whole council training, 19 <sup>th</sup> June 2023                                | £295.00           |
| Norfolk Pension Fund                      | Clerk's pension contribs Jun/Jul  | £324.92           |
| HMRC                                      | Clerk's tax for June  | £9.80             |
| HMRC                                      | Clerk's tax for July  | £10.20            |
| Jane Love                                 | Clerk's travel expenses   | £13.80            |
|   | Adjustment for additional tax   | -£3.60            |
| <b>Sub-total of payments</b>              |   | <b>£ 3,298.74</b> |
| Balance c/f at 17 <sup>th</sup> July 2023 |   | £ 60,314.39       |

The clerk notified the councillors that although the basic reconciliation had been achieved, for the first time she had not been able to reconcile to the cash book, although all debits and credits had been accounted for. She was confident that this situation would resolve itself once she was able to look at the accounts again. The chairman signed the accounts on this basis.

The clerk notified the council that she had submitted all the required documents to PKF Littlejohn for the annual return 2022/23 within the required time limit.

At the last meeting, the councillors had requested that the clerk open a deposit account in order to benefit from the increased interest rates currently available. The rate offered by Unity Trust was significantly lower than the rates offered by other institutions, and councillors asked the clerk to investigate other options.

**9. To consider empty properties in the village:**

Councillors were pleased to hear that progress had been made regarding the two empty bungalows in Ellingham and that the executor of the estate had been in touch with the clerk. The officer at South Norfolk Council was keen to ensure that momentum was maintained, and he was going to meet with the executor to progress improvements.

**10. To consider connections with Tidings magazine:**

Councillors were disappointed at the relative lack of coverage of Kirby Cane & Ellingham recently in the parish magazine. The clerk was under the impression that the editorial policy was quite restrictive, which meant that it was relatively difficult to satisfy these criteria and therefore the editor could be finding it difficult to fill the pages in the magazine. Notices of upcoming events were essentially classed as advertising, and residents were therefore required to pay if they wished to put in advance notice of an event, however reports of past events would not be chargeable. Councillors asked the clerk to explore this further to find out how to improve coverage of Kirby Cane & Ellingham.

**11. To consider terms of reference for committees:**

The terms of reference and membership of the playground committee, the car park committee and the finance committee were agreed and adopted. Councillors queried that following the training in June the trainer had raised the query of whether the parish council's planning committee should in fact be a working group, and the clerk would check this with her.

**12. To consider the confirmation of Trustees for village organisations:**

The current parish council appointees to the Kirby Cane Charity, Joy Gunton, Olivia Giller and Iain Wright were all re-appointed, along with Stephanie Day, Alan Chapman, Roddam Gooch, Kerry Mallard and Richard Canham to the Ellingham United Charities. James Lally (chairman), Mike Skipper and John Cook were also re-appointed to the Kirby Cane Memorial Hall committee.

**13. To receive a report on the clerk's annual visit to Newgate Allotments:**

The clerk visited the allotment site on 26<sup>th</sup> June and met with the Newgate Allotment Society committee, who showed her round the very well-kept allotment site. The annual checklist was completed, and no issues were found. Only one bonfire had been needed over the winter months. The clerk had enquired about water usage, in particular due to the very hot summer last year, but the Allotment Society was happy that it had a sufficient budget to pay its annual water bill.

**14. To receive a report on the playing field:**

Cllrs Lodge and Pickering reported that the zip wire post had been stabilised free of charge. The Playsafety report raised some issues, but no urgent or serious matters were revealed.

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

As had already been mentioned, the SAM2 unit was still with Geldeston and Cllr Wright had been in touch with his counterpart in that village to arrange for it to be passed back to Kirby Cane & Ellingham.

**16. To receive a report on the school/playground car park project and consider signature of a prospective lease agreement:**

Chairman of the car park committee, Cllr Skipper, announced that the car park lease had at last been finalised, and councillors agreed that a break clause should be added to the agreement and that as soon as it was ready for signature Cllrs Cook, Skipper and one other would go to the solicitor's officer for signature. Cllr Raymant, as a new councillor, raised the point that there was no provision for any changes to be made to the car park, with the exception of the addition of three EV charging points. Although it was unlikely that any changes would be required, given the length of the term it seemed prudent to ensure that there was a possibility for changes, always subject to the approval of the Trustees of the Ellingham United Charities. The clerk would also check the formula for calculation of rent review.

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

- i) highways issues – various carriageway works referred to the Norfolk highway rangers had been done, but on the Suffolk side the surface was still in a very poor condition  
An issue had been raised about drainage along Yarmouth Road, but there were no ditches to clear as such, but a storm drain in this area did not drain efficiently. The clerk would report this drain again.
- ii) bins at Ellingham Sluice – Cllr Raymant had reported at the last meeting a problem with the disposal of chicken carcasses and waste in the bins at the sluice. The clerk had spoken to the enforcement officer for East Suffolk Services, who explained that it was not possible to put cameras in the area to monitor usage as a licence is required for this and their view was that approval of a licence would not be given. Although it was not flytipping as such as the waste was actually being put in a bin, obviously it should not happen – the suggestion was to report it to East Suffolk Services, and also to report to DEFRA. Councillors discussed whether a polite sign might be appropriate, and Cllr Raymant offered to look at this.
- iii) condition of verges following footpath work – this had been discussed earlier in the meeting. The council had considered taking the contract to cut the verges in the village back from NCC a couple of years ago, but had decided to wait to see if there was any improvement. Unfortunately councillors remained disappointed with the service offered by NCC, and asked the clerk to put this on the agenda for the budget 2024/25 meeting in early December, and in the meantime the clerk would ask the Highways engineer what the situation was with the current year's cutting programme.

**18. To receive a report on the music event planned for 12<sup>th</sup> August 2023:**

Cllrs Lodge and Pickering asked for a volunteer to complete the risk assessment for the event, which Cllr Raymant offered to do. Councillors also agreed that additional public liability insurance should be taken out to cover some stallholders and musicians who did not have their own liability cover. Participants would also be asked to sign a waiver so that as much as possible was covered to ensure that the parish council would not be liable for any eventuality. Volunteers came forward to distribute leaflets to publicise the event, and also to help out on the gate positions. Tombola prizes were also invited. Cllrs Lodge and Pickering were thanked for all the hard work they had put into organising the event. A Temporary Event Notice would be required, but no alcohol would be sold. Provision had been made for wristbands, marshalling and closure of the park for the day. Cllr Canham would ask the farmer of the next-door field if it could be used as car parking for that day. It was hoped that there would be another fundraiser in the autumn, possibly bingo.

**19. To consider Kirby Cane & Ellingham "keen to be green":**

In view of the building interest in alternative energy, Cllr Lally suggested that the parish council considered organising a presentation by, for example, a reputable solar panel installation company to give residents information and maybe give good deals for installation – it may also be possible to organise a donation to the car park project.

Another possibility was membership of bulk schemes for buying heating oil, and Cllr Lally offered to find out more about both these options for the next meeting.

- 20. **To receive items for the next agenda:** Cllr Skipper mentioned that County Broadband had offered free broadband to the Memorial Hall as a way of demonstrating their service to the rest of the community.
- 21. **receive items for the next agenda:**  
Planning - committee or working group, car park lease signature, "keen to be green", 2022/23 accounts, SAM2 update, report on music event.
- 22. **Date of next meeting – Monday, 18<sup>th</sup> September, 7pm**

There being no further business, the meeting closed at 9.26pm

Signed.....  
*Chairman*

Dated.....