

**Minutes of the Meeting of Kirby Cane & Ellingham Parish Council on Tuesday,  
20<sup>th</sup> September 2016 at 7.30pm in the Memorial Hall, Kirby Cane**

The Chairman asked if anyone present wished to record proceedings

**Present:**

Lawrence Cannard    John Cook                    Lesley Lodge            Julie Pickering

Deanna Saunders    Michael Wickenden    Iain Wright

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

1. **To receive apologies for absence:** – apologies were accepted from County Councillor Margaret Stone.

2. **Declarations of interest and requests for dispensation:**

Cllr Iain Wright is a trustee of the Kirby Cane Charity and Cllr Lawrence Cannard is a trustee of Ellingham United Charities and the Sand & Gravel Charity and Cllrs Deanna Saunders and John Cook are trustees of Kirby Cane Memorial Hall.

3. **To approve the minutes of the meeting of 19<sup>th</sup> July 2016:**

The minutes of the Parish Council meeting on 19<sup>th</sup> July 2016 were agreed to be correct and were signed by the chairman.

4. **To report matters arising from those minutes:**

6d. The Clerk reported that Norfolk County Council didn't seem to think there'd be a problem with match-funding the tarmac path under the Parish Partnership Scheme. There was a form to complete by 16 December 2016. This would be on the agenda for the next meeting.

11. Due to a slight breakdown in communications IMON Site had gone ahead and cut the internal hedges on the playing field before councillors could approve the quote, but this was for only £100. IMON Site also asked if the whoever had cut the roadside hedges could go back in cut the tops again.

13b. The clerk had chased the road signs in Lockhart Road and Nursey Close and had been told that if they hadn't already been fitted they would be done soon.

5. **Opportunity for public participation:**

5a. County Cllr Stone had sent a report which covered devolution - highlights from online consultation - 50.9% supported principle of devolution, 38.7% against, strong support for more local decision making on roads maintenance (74.6%), new homes (69.7%) and creating a transport plan (65%), 26.7% support for a mayor and 34.9% support for local councils to come together as a combined authority; ash dieback – particular concerns in relation to roadside maintenance responsibilities which will be combined in the current 3-year plan of work; and other issues. The clerk would put the report on the website.

6. **Correspondence:**

6a. The council had received a report from the Loddon Safer Neighbourhood Team (SNT) for the period from 18 July to 18 September showing eight recorded crimes in Kirby Cane, all of which occurred in the grounds of Turnstone House on Old Bungay Road. One of the two crimes recorded in Ellingham during this period was also connected with Turnstone House (a case of criminal damage by a child who had absconded from Turnstone House) and the second was a burglary from an unoccupied dwelling where an alarm was activated and nothing appeared to have been taken. The SNT also reported that there had been some reports of speeding on the A143 in the 50mph zone. Use of a covert monitoring device for two weeks on this section of road showed that there had in fact been very high compliance with the speed limit, the council was told.

6b. The clerk had received the adopter payment agreement from South Norfolk Council for the recycling centre at the playing field and returned it to trigger the payment of £250.

- 6c. The clerk had received a few phone calls during the hot weather about bonfires on the allotments during the very hot weather and had been informed that it was being dealt with by the Allotment Society to ensure that nearby residents were not inconvenienced in this way. The Clerk thanked the Allotment Society for sorting this out.
- 6d. The Campaign for the Protection of Rural England (CPRE) had sent a letter asking for support to oppose “damaging new housing targets” by “ensuring that no new sites are allocated for house building in revised local plans to 2036 until all existing allocations in current core strategies have been developed”. Councillors agreed that the chairman should sign the pledge on behalf of the council.
- 6e. B4RNorfolk had written to the council offering to do a 40-minute presentation on its fibre-optic broadband project, although at this stage they were only looking at supplying parts of Kirby Cane and Kirby Green. The council asked the clerk to enquire if the company could attend before the next meeting and make a short presentation.
- 6d. Councillors had been copied correspondence from a resident concerning issues he or she continues to have regarding Ellingham United Charities. The clerk consulted with the chairman and again sought advice from NPLaw, and made the suggested response to the correspondent, of which councillors have also received copies. The clerk asked councillors if they were happy with this approach and whether they agreed that the clerk should continue to consult with the chairman between meetings to seek advice and respond to the correspondent accordingly. The councillors agreed unanimously that this modus operandi should continue.
- 6e. Stockton Parish Meeting had written explaining that they are looking at raising £13,000 for bus shelters to highlight the presence of the bus-stops on each side of the A146 through grants and charitable donations and asked if the Parish Council could contribute. Councillors asked the clerk to write to give their support to the project and ask Stockton Parish Meeting to let them know if they had a shortfall in funds once their fundraising was complete. This would enable provision to be made in the budget for 2017/18 if necessary.

## 7. **Financial Report:**

Balance b/f at 19th July 2016		£	13,029.57
<b>Credit:</b>			
Proceeds of stall at school fete		£	15.00
<b>Interim payments as agreed:</b>			
Kirby Cane PCC	Churchyard maintenance grant	£	750.00
Ellingham PCC	Churchyard maintenance grant	£	500.00
<b>Payments to be agreed:</b>			
IMON Site Ltd	July + August grasscutting	£	240.00
KC Memorial Hall	Meetings 30/8, 1 + 20/9	£	30.00
Mazars LLP	External audit 2015/16	£	120.00
Ellingham United Charities	Rent for Ellingham Playingfield	£	100.00
Play Safety Ltd	Annual safety	£	134.40
Came & Co	Insurance premium for new play equipment	£	58.58
Norfolk Pension Fund	Clerk's pension contribs for August + September	£	236.04
HMRC	Clerk's tax for September	£	13.40
HMRC	Clerk's tax for October on a/c	£	13.60
Jane Love	Clerk's salary Aug + Sept		828.12
	Clerk's travel expenses	£	13.61
	Clerk's use of home	£	34.00
	Stationery - ink cart	£	11.39

Balance c/f at 20th September 2016

£ 9,961.43 \*

\*This total includes £2500 reserve towards the cost of a future election, £1821 for the footpath barrier, £3000 in general reserves, £2000 legal & professional reserve and £315.59 remaining of grants to the Memorial Hall to end financial year 2016/17

Councillors approved the list of payments to be made and Cllr Cook, as chairman of the meeting, signed the financial report.

In addition to the regular report the clerk presented a six-monthly update on the budget position, which showed that in addition to the increased income due to grants and consequent expenditure on new play equipment, most other items were under budget.

The clerk also reported she had received the notice of conclusion of external audit for the 2015/16 accounts, and the relevant notices have been placed on the website and on the noticeboards.

A resident had exercised their right to view those accounts, and this took place on 30 August at the Memorial Hall.

**8. To consider ratification of the grant-making policy approved at the last meeting:-**

This policy was ratified unanimously. The clerk had already sent copies of the new policy to Kirby Cane PCC and Ellingham PCC, and would send copies to the Memorial Hall and Football Club.

**9. To receive a report from the Playground Committee**

Cllr Pickering, chairman of the Playground Committee, reported that the items of equipment installed so far had been well-used and the committee was in the process of interim reporting to the organisations that had given grants. Unfortunately there had been a negative response from the National Lottery, but the application may be resubmitted. Responses were still awaited from WREN in late October and the Geoffrey Watling Fund in December. Cllr Cook thanked Cllrs Pickering, Lodge and Wright for all the hard work they have put into the project.

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

Cllr Wickenden had visited the playing field and reported that unfortunately the protective barriers had been removed while the concrete was setting around the spring rockers, and the small entrapment area on the slide still needed looking at. The wire on the ropes on the large climbing frame is still a concern and Alan Pickering will look at this and the slide, and also look at the rubbish bin at the pedestrian entrance near to the school which had dropped to the ground. Some areas of weeds remain on the tarmac path which needed to be treated again, and the grass in front of the football goals could be replaced with turf if and when the surfaces under the older play equipment is replaced. Councillors approved the expenditure of £100 on cutting the internal hedges.

**11. To receive a report on the Memorial Hall and consider the outcome of the meeting on 1 September 2016:-**

Cllr Cook thanked Cllr Wright for chairing the meeting with the officers of the Memorial Hall Committee (MHC) on 1 September. The council had received a letter of concern from the chairman and treasurer of the MHC following the meeting, which Cllr Cook read out. Cllr Cook stressed that the Parish Council had been keen to clarify concerns that had been expressed by residents, and raise a letter of complaint by one resident in particular, but had been very clear that the parish council simply wanted to explore the concerns raised and that the opinions in the letter were those of the correspondent and not the Parish Council. The Parish Council had also thanked the MHC officers for all the

hard work they have put into running the Memorial Hall for several years. Councillors looked forward to seeing the issues discussed at the meeting being put into place, and asked the Clerk to reply to the letter, and to enclose the newly adopted grant-making policy so that the council could consider any application that might be made for funding for 2017/18 at its precept-setting meeting in early January. They also hoped to have a progress report for the November Parish Council meeting.

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

**12a.** Bus route – councillors had been extremely concerned to hear that the bus route had been cut again and questioned Norfolk County Council/Anglian Buses figures which seemed to indicate that an early morning service would not be well-used as this is the service used by school and college students.

**12b.** Highways issues - items of concern were:-

- i) A large pothole on the A143/Church Road junction leading into Old Yarmouth Road;
- ii) There was a query whether the 50-mile-an-hour flashing sign was working, possibly due to shading by trees?;
- iii) The chevron at the entrance to Ellingham West is obscured.

**13. To consider planning matters:**

Various planning applications had been approved with conditions:-

**2016/1274** – Kirby Cane Hall, internal alterations and removal of old outside wc building;

**2016/1212** – Wardley Hill Campsite, KC – retention of boat and hammock for holiday let use and extension of site to include a recreational area;

**2016/1423** – 65 Mill Road, Ellingham, retention of garage store for use as kitchen to prepare food for delivery and outside catering

The following application had been considered by the planning committee between meetings and no comments had been raised:-

**2016/1951** – 14 Yarmouth Road, Ellingham, removal of existing conservatory and construction of single storey rear extension.

Notification had also been received from the Broads Authority, as the relevant planning authority, that a Tree Preservation Order had been served on a horse chestnut tree in the churchyard of St Mary's, Ellingham.

Concern had been expressed by residents and planning committee members about applications to vary the conditions of the existing planning permissions in place concerning Leet Hill Quarry, Kirby Cane to extend the life of the quarry and to increase vehicle movements to and from the quarry. The quarry operator and a nearby resident attended the meeting, which was suspended briefly to allow them both to speak. When the meeting resumed, councillors discussed the applications, including asking whether it might be possible to place further restrictions on opening and closing time to reduce inconvenience to residents caused by increased traffic movements. Four councillors voted against approval of the applications and two abstained. The clerk was asked to write to Norfolk County Council's planning department accordingly to convey the council's views.

**14. To receive items for the next agenda:**

Quotes from contractors for 2017/18 – grasscutting, pest control, insurance.

Dates for precept-setting and meetings for 2017; application to NCC for 50/50 funding for tarmac path; Memorial Hall – update on progress; fireworks, Newgate.

**15. To receive items for information:**

There were none.

**16. Date of next meeting:** Parish Council Meeting at 7.30pm on Tuesday, 15<sup>th</sup> November 2016 in the Memorial Hall, Kirby Cane.

There being no further business the meeting closed to the public at 9.30pm and the council then met in closed session.

**17. To consider possible co-option of parish councillors:**

Mr Michael Harris-Ingram had expressed an interest in becoming a parish councillor following the vacancies which had arisen during the summer months. Members of the public were asked to leave, and the candidate was invited to speak about himself and his reasons for wishing to become involved in the Council. The Council voted to co-opt Mr Harris-Ingram and he signed his Declaration of Acceptance of Office and received a declaration of interest form from the Clerk for completion within the next 28 days.

Signed..... Dated.....  
Chairman