

**Minutes of the Annual Meeting of Kirby Cane & Ellingham Parish Council on Monday,
15th May 2017 at 7.30pm in the Memorial Hall, Kirby Cane**

The Chairman asked if anyone present wished to record proceedings

Present:

John Cook Lawrence Cannard Michael Ingram Lesley Lodge
Julie Pickering Deanna Saunders Michael Wickenden Iain Wright
Also the clerk to the council, Jane Love, and nine members of the public.

1. **To elect a chairman of the parish council:** Cllr John Cook was elected unanimously and signed his declaration of acceptance of office.
2. **To elect a vice-chairman of the parish council:** Cllr Lawrence Cannard was elected unanimously and signed his declaration of acceptance of office.
3. **To receive apologies for absence:** – apologies were accepted from District Councillor Kay Billig.
4. **Declarations of interest and requests for dispensation:**
Councillors declared possible interests as trustees of local organisations - Cllrs Deanna Saunders and John Cook are trustees of Kirby Cane Memorial Hall, Cllr Lawrence Cannard is a trustee of the Ellingham United Charities and the Sand & Gravel Charity, and Cllr John Cook has a non-pecuniary interest in Ellingham United Charities. Cllr Julie Pickering also declared her interest in item 15 as being related to a potential bidder for a contract.
5. **To approve the minutes of the meeting of 27th March 2017:**
The minutes of the Parish Council meeting on 27th March were agreed to be correct and were signed by the chairman.
6. **To report matters arising from those minutes:**
 12. The circus course at the playing field had gone very well and the field had been left in excellent condition.
 - 15iii. The faulty street light had been reported.
7. **Opportunity for public participation:**
Several residents present explained their distress at continued damage to their vehicles and those belonging to visitors to their properties, often, they believed, caused by buses and other large vehicles trying to pass down the narrow street without bumping up on the kerb. Councillors explained that whilst they sympathised with the residents, this issue had been raised before on several occasions and a solution had not been possible. The clerk undertook to see if Norfolk County Council Highways Department might be able to offer a new approach to the problem.
8. **To confirm the terms of reference of and make appointments to committees:**
Cllrs Pickering, Lodge and Wright were re-elected to the playground committee and the terms of reference of the committee were confirmed.
Cllrs Saunders, Cannard, Wickenden and Ingram were re-elected to the planning committee.
9. **Correspondence:**
 - 9a. Ellingham Football Club had requested that the Parish Council grant (£150) be used towards its rent as they now did not need to use the line market until September. This was agreed unanimously.
 - 9b. The council has received a letter sent on behalf of the Ellingham PCC asking why the grants to the two churches were different amounts. The clerk had written back to say that the grants were the same for 2017/18, but a specific request was put in for 2016/17

to which the councillors responded in granting a larger sum to Kirby Cane Church as a one-off. The clerk had also advised that there was an additional reserve available in case of extreme need during the year, and the councillors would consider any additional applications on presentation of the latest accounts.

- 9c.** Police statistics – during February (latest statistics available) there were the following:-
 1 crime on or near Loddon Road (possibly Kirby Cane?) – “other” crime
 5 on or near Bungay Road – violence and sexual offences
 1 on or near Yarmouth Road - violence and sexual offences
 3 on or near Florence Way – 1 anti-social behaviour, 2 violence and sexual offences
 1 on or near Mill Road – criminal damage and arson
 The clerk was asked to find out more clarification of the statistics.
- 9d.** South Norfolk Council – recycle and reuse event, 30th May, Breckland Hall, Costessey.
- 9e.** The council had received the May report from the local police for Gillingham & Thurlton, along with notification that the Norfolk Police & Crime Commissioner has published his first Police & Crime Plan of his term. The clerk would put the link to the report on the website.
- 9f.** Turnstone House had sent its annual letter for its appropriate and suitable location review. Councillors expressed that there may be some concern about the level of crime in the surrounding area and asked if the clerk could find out more information, for example about a “reparation process”..

10. To consider changes the renewal of the insurance policy:

Councillors resolved to take up the cheapest of the three quotes received, from AON (Mavon Underwriters) at a cost of £532 for the current financial year, which included a 5% saving on a single-year premium for entering into a three-year agreement, on the basis that AON guaranteed to renew on the same rate for the next two years (exclusive of Insurance Premium Tax, which may vary year-on-year).

11. To consider the transfer of the bank account to a new provider:

The clerk had investigated various bank account options and councillors resolved to open a new account with Barclays Bank on the basis that there would be no bank charges and the clerk could have online access to check transactions and account balance without having to be a cheque signatory. The cheque signatories would remain as Cllrs Pickering, Cannard and Wright, who would have to go together to a Barclays branch with appropriate identity paperwork to complete the formalities.

12. To consider the renewal of the council’s subscription to Norfolk Association of Local Councils:

Given the ongoing concern about the service offered by Norfolk ALC, councillors agreed to subscribe to Norfolk Parish Training & Support for one year and get support services and its own website for slightly more than the cost of subscribing to Norfolk ALC .

13. To receive and adopt the accounts and annual return for the year ended 31 March 2017:

Councillors had seen the internal auditor’s report and viewed the draft final accounts that would be sent to the external auditor, Mazars. The clerk read out the statements on the annual report form, to which councillors were all able to answer positively as required, and the chairman and clerk signed the form.

14. Financial Report:

Balance b/f at 27th March 2017		£ 23,924.40
Credit:		
Groundwork - Tesco Bags of Help	Playground grant	£ 1,000.00
South Norfolk Council	1st half of precept (£8250) + CTSG	£ 8,703.00

(£453)

Payments agreed at last meeting:

Norfolk & Norwich Assoc for the Blind	S 137 grant	£	50.00
NGF Play Ltd	Zip wire at playing field	£	8,390.28

Payments to be agreed:

Leigh Farwell	Work at Kirby Cane Memorial Hall	£	197.26
Maurice Eldridge	Work at Kirby Cane Memorial Hall	£	100.37
IMON Site Ltd	March + April grasscutting	£	240.00
Norfolk PTS	2016-17 internal audit	£	116.05
Kirby Cane Memorial Hall	Meeting 15 May	£	10.00
Kirby Cane PCC	Churchyard maintenance grant 17/18	£	500.00
Ellingham PCC	Churchyard maintenance grant 17/18	£	500.00
Community Action Norfolk	Subscription 2017/18	£	20.00
Soc of Local Council Clerks	Subscription 2017/18	£	93.00
Vital Pest Solutions	Pest control March to May 2107	£	48.00
Sutcliffe Play Ltd	Repair to toddler swings	£	109.13
Norfolk Pension Fund	Clerk's pension contribs for April & May	£	252.50
HMRC	Clerk's tax for May	£	12.40
Jane Love	Clerk's salary April & May	£	853.72
	Clerk's travel expenses	£	54.72
	Clerk's tax for April paid on a/c	£	17.60
	Clerk's use of home	£	34.00
Balance c/f at 15th May 2017		£	22,028.37

The clerk's salary payment included a progression to point 29 of the SLCC/NALC payscale in accordance with the clerk's contract of employment, along with a nationally agreed pay increase of 1% for 2017/18. The clerk left the room and this was agreed by councillors. The clerk also pointed out that if she is successful in passing her CiLCA qualification, according to her contract of employment she would be entitled to progress another point up the payscale, to point 30.

15. To receive a report on the playing field:

Cllr Wickenden reported that the field was generally in excellent condition, but that weedkiller would be needed on the paths as soon as possible. The rubbish bin by the gate near the school was still on the ground and a sign in the hedge is obscured, but as there would be work done to that entrance it may not be worth doing any work there. The new zip wire needed tensioning, which would be done as soon as the contractor could revisit, and the top frame of the large swings was very wobbly. Cllr Pickering would ask her son to look at the frame, and that and the small swing frame also needed rubbing down and painting. Cllr Wickenden continued to be concerned about the gaps in the rubber matting in various places, which would be attended to along with the general improvement programme.

Councillors agreed to the playground committee's proposal to purchase a new metal gate at a cost of £1385 from the Smithy (Cllr Pickering did not take part in the discussion nor did she vote), and also agreed to accept the quote from ADN for the surfacing of the carpark and the new path to link to Mill Road.

There would be a celebratory event on Sunday, 20 August to declare the newly refurbished play area officially open.

16. To consider specific local issues:

16a. Damage to parked cars on Mill Road - Residents' concerns had been voiced earlier in the meeting and the clerk had undertaken to find out if there were any other solutions to the problem. Councillors also pointed out that residents needed access to pavements for wheelchair access and general safety of pedestrians.

16b. Highways issues – Cllr Saunders enquired why cats eyes were being removed along many highways;

16c. Local shop – the possibility of the shop becoming some sort of community concern was raised, and the clerk was asked to do some research about what might be possible.

17. To consider the implications of abolishing wards within the parish:

The clerk had enquired again of South Norfolk Council about the joining of the two parishes, and had been advised that in all practical aspects the two parishes were joined, with the exception of the wards for elections. Abolishing wards may make the two parishes feel more integrated if all electors were to be able to vote to elect councillors across the boundary, and be a chance to change the name of the parish and change the number of electors. A process of orders and the publication of maps would have to be followed if it was decided to abolish the boundaries. The majority of councillors felt that there was no need to make changes and this was unanimously agreed.

18. To consider planning matters:

Application: 2017/0904, applicant: Mr Mark Hellwell, Thyme Cottage Dulls Road Ellingham Norfolk NR35 2HS - the planning committee had no comments to make on this application.

19. To receive items for the next agenda:

Terms of reference for committees, review code of conduct, scheme of delegation, emergency plan for winter, village shop, Memorial Hall.

20. To receive items for information:

Cllrs Saunders and Cook informed the council that the chairman, treasurer and secretary of the Memorial Hall Committee had resigned at the AGM and that they had agreed to step in as treasurer and chairman respectively on an interim basis. There was also a new caretaker for the hall.

21. Date of next meeting: Annual Parish Council Meeting at 7.30pm on Monday, 17th July 2017 in the Memorial Hall, Kirby Cane.

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At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss confidential matters and the meeting closed to the public at 9.25pm.

22. To consider the outcome of independent internal review and recent correspondence:

Councillors had seen the internal review report in which the South Norfolk Council officer who conducted the review upheld the council's application of Section 14 (1) of the Freedom of Information Act and considered the complainant's request vexatious. The council subsequently received an email from the complainant saying that he would refer the matter to the Information Commissioner, but the clerk had heard nothing more.

The complainant had also sent an email again asking about the Sand & Gravel Charity. The clerk therefore checked with the chairman and, following the council's instruction of 15 November 2016 not to correspond with the complainant in any way whatsoever, took no further action.

Signed.....
Chairman

Dated.....