

**Minutes of the Meeting of Kirby Cane & Ellingham Parish Council on Tuesday,
15th March 2016 in the Memorial Hall, Kirby Cane following the Annual Parish Meeting**

The Chairman asked if anyone present wished to record proceedings

Present:

Lawrence Cannard John Cook Lesley Lodge Julie Pickering

Deanna Saunders Mike Wickenden Iain Wright

Also the Clerk to the Council, Jane Love, and 10 members of the public.

1. To receive Cllr Lees's resignation and elect a new Chairman:-

Councillors had received copies of Cllr Lees's resignation as Chairman. The Clerk temporarily chaired the meeting and Cllr John Cook was elected Chairman of the Parish Council, and Cllr Lawrence Cannard was elected Vice Chairman, and each signed a Declaration of Acceptance of Office. The councillors thanked Cllr Lees for his tireless efforts as Chairman since the election in May 2015.

2. To receive apologies for absence: – Janice Game, Richard Lees and County Councillor Margaret Stone.

3. Declarations of interest and requests for dispensation:

Cllrs John Cook and Deanna Saunders are trustees of the Memorial Hall Committee, Cllr Iain Wright is a trustee of the Kirby Cane Charity and Cllr Lawrence Cannard is a trustee of Ellingham United Charities and declares an interest in item 13) to consider appointments to local charities.

4. To approve the minutes of the last meeting:

The minutes of the Parish Council meeting on 19th January 2016 were agreed to be correct and were signed by the Chairman, John Cook.

5. To report matters arising from those minutes:

5a. Item 10 - The Clerk reported that she had submitted the form to register the village shop as an "Asset of Community Value" and South Norfolk Council has eight weeks to accept or decline this application.

5b. Item 11c – two potholes had been reported to the council, one on the A143 having been repaired.

5c. Item 11e – the Clerk had contacted Norfolk County Council again but was told there would be no news until late April/early May.

6. Opportunity for public participation:

A resident reported that a bollard was losing its reflective covering at the turning off the A143 into Ellingham West. The Clerk said that this had already been reported to Norfolk County Council, but she would contact the council again and ask about progress. One of the potholes, outside the Ellingham Playing Field entrance, had still not been repaired and the Clerk said she would also chase this with Norfolk County Council.

7. Correspondence:

7a. On 3 February the council received a letter from a resident regarding the village charities, a copy of which Councillors had seen. At the Parish Council meeting on 15 September 2015, councillors gave the Clerk the authority "to take whatever steps are needed to deal effectively" with such issues. The Clerk had therefore consulted legal adviser NPLaw under the council's subscription and checked with the vice chairman. She responded to the correspondent in line with the solicitor's advice. Councillors confirmed that they were happy with the action taken by the Clerk.

7b. The Clerk reported that she had completed the formalities required of the council as an employer in relation to autoenrolment with the Pensions Regulator.



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- 7c. Councillors agreed to fund the gift of a commemorative medal for The Queen's 90th birthday celebrations to every child at Ellingham Primary School at a cost of £1.99 per pupil.
- 7d. The Clerk reported that she had attended a meeting on 26 February at South Norfolk Council offices called by the three South Norfolk representatives on the Norfolk Association of Local Councils (NALC), although two of these representatives had subsequently resigned. The reason for the meeting was unclear but it seemed that there were problems within NALC and it was hoped that more information would be forthcoming before the council was required to pay its usual subscription, the rate for which will increase by 1% for 2016/17. The Clerk undertook to find out more information before the next meeting.
- 7e. The South Norfolk Council Corporate Plan 2016-20 can be seen on the SNC website and the Clerk would put a link to this page on the Parish Council website.
- 7f. A resident had written to the council expressing concern at the condition of the road and pavement between Ellingham Mill and the weir, and also asking for the parish council's support for the canoe/kayak portage on the downstream side of the weir at Ellingham Mill. The council was not able to support a personal project, but asked the Clerk to report that the roadside needed cleaning. *This is on the Suffolk side of the river.*
- 7g. The council had received two "thank you" letters, one from East Anglian Air Ambulance for its donation of £25, and one from Kirby Cane PCC for increasing its grant for churchyard maintenance.
- 7h. The Clerk had received an email from one of the organisers of the Community Hall project, and the council confirmed that while it was keen to hear more information about the project, it had not given its approval or otherwise of the scheme.

8. Financial Report:

	£
Balance b/f at 17th November 2015	17719.69
Received:	
Ellingham United Charities grant	1750.00
Newgate Allotments rent	125.00
Payments to be agreed:	
IMON Site Ltd - grasscutting January 2016	109.99
IMON Site Ltd - Hedge trimming	180.00
IMON Site Ltd - grasscutting February 2016	109.99
Kirby Cane Memorial Hall - meeting 15 March	10.00
Norfolk Pension Fund (clerk's pension Dec/Jan)	222.04
HMRC - Clerk's tax (March 2016)	80.80
J Love - clerk's fee (Dec 15/Jan 16)	645.62
J Love - stationery (printer carts)	37.99
J Love - clerk's travel expenses	22.50
J Love - clerk's use of home as office	34.00
Balance c/f at 15th March 2016	18141.76 *

*This total includes £2500 reserve towards the cost of a future election, £1821 for the footpath barrier, £2000 in general reserves and £1875 remaining of grants to the Memorial Hall to end financial year 2015/16

Cllr Cook signed the cash book to approve the list of payments.

The Clerk reported that she was unable to calculate PAYE tax in advance for April 2016 as it is the year-end, but would pay on account and reclaim it.



Councillors agreed with the Clerk's request to set up a direct debit for Data Protection Registration, which is an annual requirement, and agreed that two cheque signatories should sign the direct debit mandate when it arrived.

Councillors agreed that the invoice for the rabbit fence for Ellingham Football Club in the sum of £297.39 + VAT should be paid after 1 April 2016, as this sum has been budgeted for the 2016/17 financial year.

9. To review Financial Regulations, Effectiveness of Internal Controls and Risk Assessment – General Activities (including financial risk assessment):-

The council undertook its annual review of these documents and the documents adopted in 2015 were all re-adopted unchanged.

10. To appoint an internal auditor:-

Councillors resolved to appoint Luisa Cantera as internal auditor, subject to satisfactory references being provided.

11. To receive a report on the playing field:-

Cllr Wickenden had agreed to take on the weekly checks of the playing field and responsibility for the record book. He reported that one of the small tyres in the tyre snake would soon need replacing as the repair was no longer effective, and the back board of the basketball hoop is being repaired. He also reported that the fence around the bottle bank had been damaged but he would try to repair it himself. Cllr Wickenden was thanked for taking on responsibility for the weekly checks. Cllr Wright commented how impressed he was with the professionalism of the grass-cutting contractor, whose team had trimmed back the hedges and the path edging in February.

12. To receive a report on future plans for the Memorial Hall:

Maurice Eldridge, Chairman of the Memorial Hall Committee, explained that works are currently underway to ensure that each of the areas of the hall could be let independently, and it had not yet been agreed what use would be made of each room. Cllrs Cook and Saunders abstained when councillors voted to pay for works up to the value of £2875 (the total remaining of grants up to the end of the financial year 2015/16, with the addition of the grant for 2016/17) and asked that any invoice be made out in the names of the Parish Council so that VAT could be reclaimed.

13. To consider consider appointments to local charities:

Cllr Cannard abstained when councillors voted to appoint Mrs Stephanie Day, Mr Roddam Gooch, Mr Alan Chapman and Cllr Lawrence Cannard as trustees of the Sand and Gravel Charity.

14. To consider the adoption of an Equal Opportunities Policy:

The council adopted an Equal Opportunities Policy to assist in applications for grants.

15. To discuss specific local issues:

15a. Bus route – comments on the changes to the bus route had been submitted to Norfolk County Council and the council's reply was awaited. Councillors were uncertain what else could be done.

15b. Cllrs Pickering and Lodge gave a report on planned developments for the playground equipment and the applications for funding that were being made. They hoped to be able to commission a nest swing as soon as funding was available, and they were thanked for their efforts.

15c. School carpark – the Clerk was asked to contact Ellingham School.

15d. Highways issues – in addition to the pothole at the entrance to the playing field and the damaged bollard, a pothole outside the village shop was reported. Councillors also asked if the Clerk could find out any information about the recent road closure on the A143 which did not appear to have resulted in any work being done.

- 15e. Bench at Ellingham weir – the materials had been donated by the Environment Agency, which had also given permission for this to go ahead, and it was hoped that work would begin soon on the bench.
- 15f. Broadband – Norfolk County Council consultation will end on 1 April and a response is expected in late April/early May about future provision for the villages.

16. To consider planning matters:

Decision: 11 Woodland Drive, Kirby Cane – variation of condition, approved with conditions.

The wind turbines at Gillingham would be considered at a South Norfolk Council meeting on 30 March.

From 15 February 2016 there would be no site notices issued unless there is a statutory requirement to do so, but in addition to the weekly emails sent out to clerks, residents could sign up to "My South Norfolk" to receive alerts on what is happening in their area.

Also no paper plans would be sent out by South Norfolk Council, although the usual notification letter will be sent by email in future. All other documents were available online only. SNC had suggested either that clerks print out the plans for use at meetings, or use a projector to display the plans for councillors and public. These can be found online for between £35 and £60. Councillors asked that this be put on the agenda of a future meeting.

The Clerk reported that there was an online petition about the possibility of appealing to the planning process that is open for online signature until 19 April, and the Clerk would sign the petition on behalf of the Parish Council and email the link to councillors.

17. To receive items for the next agenda:

Annual Parish Council Meeting, annual report formalities, purchase of projector for planning purposes.

18. To receive items for information:

Cllr Saunders expressed concern about reports of a noise nuisance, and she was advised to suggest that complainants contact the Environmental Health department of South Norfolk Council, and keep a log of nuisance incidents.

16. Date of next meeting: Annual Parish Council Meeting at 7.30pm on Tuesday, 24th May 2016 in the Memorial Hall, Kirby Cane

There being no further business the meeting closed at 9.07pm.

Signed.......... Dated..... 24/5/16.....

Chairman