

Minutes of the virtual meeting of Kirby Cane & Ellingham Parish Council on

Monday, 18th May 2020 at 7.00pm

Present:

John Cook James Lally Lesley Lodge Julie Pickering
Michael Skipper Iain Wright

Also the clerk to the council, Jane Love, District Councillors Brendon Bernard & Chris Brown, and County Councillor Margaret Stone.

1. **To elect a chairman of the parish council:**

Cllr John Cook was unanimously elected as chairman of the parish council, and would sign a declaration of acceptance of office.

2. **To elect a chairman of the parish council:**

Cllr Michael Skipper was unanimously elected as vice chairman of the parish council.

3. **To receive apologies for absence:**

Apologies were accepted from Cllr Richard Canham.

4. **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; Iain Wright was a trustee of Kirby Cane Charity, and the footway light (item 14) was outside his property; and John Cook had a non-pecuniary interest in the Ellingham United Charities.

5. **To approve the minutes of the meeting of 16th March 2020:**

The minutes of the Parish Council meeting on 16th March were agreed to be correct and would be signed by the chairman.

6. **To report matters arising from the minutes of the meeting on 16th March 2020:**

Speeding on A143 – the clerk had contacted the police and due to Covid situation and various personal circumstances, the local officers had been unable to do any traffic control. The clerk would contact the police again and also the Highways Engineer to see if he had any influence with the Norfolk Camera Unit;

The hole in the pavement on Mill Road had been fixed;

Footpath steps near Ellingham railway bridge – the repair seemed to have “slipped through the tracks” but the clerk would contact the NCC officer fortnightly to progress this issue;

Provision of waste bin at Newgate Allotments – the Allotment Society is happy to wait for this to be provided as it would provide a possible congregation point at the moment, which the allotment users were trying to avoid. The society would monitor the situation and let the clerk know when the bin was needed;

The bin at Ellingham Mill Bridge would be discussed later in the agenda, item 16.

7. **Opportunity for public participation:**

No residents were present at the meeting. County Councillor Margaret Stone had submitted a report on the county council’s response to Covid-19, and also mentioned that the Bounday Commission review of county council boundary would be postponed until 2025, and the Highways Department was doing various work while the roads were quiet. She also gave notice of the release of the latest round of the Parish Partnership scheme, which would arrive in the next few weeks. District Councillor Chris Brown reported on South Norfolk Council’s response during the current Covid-19 situation, including the convening of the Emergency Committee for the first time, and the activities of the Help Hub, answering 15,000 calls in seven weeks, which usually dealt with 16,000 calls in an entire year. The council hoped to reopen market towns in June, and

was looking at social distancing provisions to help this happen. SNC would also launch a Community Heroes scheme. The largest shortfall in revenue was from carparks and leisure centres, and also planning. There might also be future reductions that they had to plan for.

County Cllr Stone told councillors that the nearest recycling centre open at that time would be at Ketteringham.

The chairman thanked Cllrs Stone, Bernard and Brown for attending, and they gave their apologies and left the meeting

8. To consider the delegation to the clerk of reporting on planning applications:

Councillors agreed that between meeting the clerk could collate responses on planning applications and submit them on their behalf to South Norfolk Council.

9. To discuss correspondence:

- 9a. Residents with concerns about loose dogs on Braces Lane – the clerk contacted the local police and they would add this on to their regular patrols;
- 9b. Residents had drawn the council's attention to issues relating to a footpath which the clerk had passed on to Norfolk County Council – a footpath had been closed due to Coronavirus, but NCC had confirmed that although landowner could ask walkers not to use their footpath and use a different route, they could not close an existing footpath. NCC had said they would contact the landowner, and the clerk would check this had been done;
- 9c. The consultation on the Norwich Western Link has been postponed due to the current restrictions;
- 9d. South Norfolk Council (SNC) has postponed its Big Norfolk Litterpick for obvious reasons;
- 9e. Cllr Lally pointed out that the Kirby Cane village sign needed some attention, and this was on the clerk's list for action now that restrictions were being eased. She asked if any councillors knew of anyone who could do this work, as the previous craftsman had sadly recently passed away;
- 9f. The council had been notified of a lot of thefts of garden machinery in the area, and the clerk had passed this on to the Newgate Allotment Society in particular to make sure they were aware of the problem.
- 9g. The clerk had received a report of flytipping along Geldeston Road, which was reported to South Norfolk Council and had been cleared away quickly;
- 9h. There had been notification of travellers looking to move into the area, and a trench had been dug to deter anyone from getting onto the field abutting Newgate;
- 9i. NCC had sent information of a new scheme inviting parish councils to become "Friends of the Mobile Library" which would start in January 2021 - the clerk would put the information on the website, and on the noticeboard if there was space.

10. To receive and adopt the Accounts and Annual Return for the year ended 31st March 2020:

The clerk read out the Annual Governance Statements from the annual return, and councillors indicated that all questions could be answered positively. Councillors

agreed that the chairman could sign the annual return on their behalf for submission to the external auditor.

11. To receive a financial report from the Clerk and to approve invoices for payment:

The parish council had applied for and received a grant of £1,000 from the Norfolk Community Foundation which would be used to support the volunteer group that was helping the vulnerable in the village, and possibly a party at a later date.

There had been another cancelled cheque, for £48 for pest control.

Councillors agreed payment of the list of cheques presented by the clerk and the chairman checked the reconciliation and bank statements. In the current circumstances, the clerk would prepare the cheques for signature, and leave them at Crossways for signature for both cheque signatories.

Balance b/f at 1 st April 2020		£ 45,265.85
Credits:		
Norfolk Community Fund	Grant from Covid-19 response fund	£ 1,000.00
Sub-total of credits		£ 1,000.00
Interim payments agreed:		
Priscilla Bacon Hospice	Grant	£ 25.00
East Anglia Children's Hospices	Grant	£ 25.00
Age UK Norfolk	Grant	£ 100.00
TT Jones Electrical Ltd	Footway lights maintenancce	£ 63.74
Cancelled cheque:		
Andy's Pest Services	Mole & rabbit control Oct-Dec 2019	£ 48.00
Payments to be agreed:		
IMON Site Ltd	March + April grasscutting	£240.00
Community Heartbeat Trust	Rescue safety kit	£15.60
Pauline James	Internal audit 2019/20	£90.00
Kirby Cane Church	Churchyard maintenance grant	£500.00
Ellingham Church	Churchyard maintenance grant	£500.00
Andy's Pest Services	Mole & rabbit control Oct 19-Mar 2020	£96.00
Society of Local Council Clerks	2020/21 subscription	£126.00
Norfolk Pension Fund	Clerk's pension contribs April/May	£286.52
	Clerk's salary April/May	£950.04
Jane Love	Clerk's travel expenses	£40.59
	Clerk's use of home	£36.00
Sub-total of payments		£ 3,142.49
		£ 43,219.36 *

**This total includes £2500 reserve towards the cost of a future election, £7000 in general reserves, £1000 contingency reserve, £300 unspent Ellingham Football Club grant, £947.09 remaining of grant to the Memorial Hall to end financial year 2020/21 and £23,300 for the footway lights*

12. To consider the renewal of the council's insurance policy:

Councillors agreed to renew the council's insurance with the existing provider, BHIB.

13. To receive a report on the playing field:

The playing field had been closed due to government regulations since the beginning of the lockdown – this regulation remained in place. However, unfortunately a family had removed the cable ties that had "locked" the gates and were seen playing on the zipwire. This was reported to a resident and a member of the playground committee

had subsequently been down to the playground and replaced the cable ties and notices. There had been some activity on Facebook questioning whether the playground should be open or not, but given current regulations there seemed no question that the playground should remain closed.

The annual safety inspection would take place in June to ensure that the council was meeting its maintenance responsibilities, and the clerk was asked to update Playsafety, the inspection contractor, that there were various minor jobs that had been difficult to complete during the lockdown. She should also let them know that the committee had postponed its fundraising to replace the play tower as they were conscious that other organisations might be in greater need of the funding that was currently available. Cllr Lodge was thanked for her report.

14. To receive a report on the footway lights:

The column at the bottom of Newgate had been impacted by a vehicle and slightly damaged, the repair quoted as costing £144.82. There was a question about whether the column was sufficiently damaged to justify the expenditure, and the clerk would check with the insurance company about the excess. Councillors would check whether the repair was needed.

15. To receive a report on the school/playground carpark project:

Given the stage that the project had reached, where a decision was needed on the layout and size of the potential carpark, there seemed to be no option but for the members of the carpark committee to get together round a table to discuss all the various options – there seemed no point in doing this remotely as this would inevitably not deliver the best outcome. The clerk had spoken to Community Action Norfolk about possible sources of funding, and their advice was to decide on a plan, get at least three quotes and proceed from there.

16. To consider specific local issues:

- i) Highways issues – the clerk would continue to press the local police on getting a speed trap along the A143;
- ii) Flooding on Wash Lane, Kirby Cane – the clerk was asked to write to Mr Crisp to see what was happening with this.
- lii) Bin at Ellingham Mill – councillors agreed interim expenditure of £500 for a bin, and councillors would meet to discuss the exact location. The clerk would also check with Waveney Norse regarding their recommendations, practical arrangements etc.

17. To consider any planning matters:

SNC application 2020/0761 - Location: The Shedd Yarmouth Road Kirby Cane NR35 2HJ, Proposal: Erection of double garage - Councillors were of the opinion that they had no objection to this application as it would not bother anyone.

The Waveney Wildfowl site application was still “pending consideration”

Councillors had become aware of a planning application for the development of McDonald’s roundabout on the A143. The parish council was not a consultee for this application, but it was open to public comment from any contributor.

Councillors had been made aware of changes to planning application arrangements during the lockdown restrictions.

18. To receive items for information:

There had been a wonderful response to the current coronavirus situation from the local community, led by two residents in particular. All those who had taken part in the effort were thanked by the chairman, and the general feeling was that certain members should be recommended for recognition at the appropriate time.

A couple of contacts from residents had been referred to the SNC Help Hub, and the chairman had also responded to one resident who was new to the area with information about regular activities in the village when restrictions were lifted.

19. To receive items for the next agenda:

Village sign, bin location, parish partnership funds

20. Date of next meeting – provisionally Monday, 20th July, 7.30pm

There being no further business, the meeting closed at 8.47pm

Signed.....
Chairman

Dated.....