

Minutes of the Meeting of the Kirby Cane & Ellingham Parish Council's Car Park Committee on Monday, 15th November 2021 at 7pm at Kirby Cane Memorial Hall

Present:

John Cook Michael Skipper Lesley Lodge James Lally
Kerry Osborne Julie Pickering Iain Wright
and County Councillor Barry Stone, the clerk to the council, Jane Love and four members of the public.

1. To receive apologies for absence:

Apologies were received 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; Iain Wright was a trustee of Kirby Cane Charities; and John Cook had a non-pecuniary interest in the Ellingham United Charities.

3. To approve the minutes of the meeting of 20th September 2021:

The minutes of the meeting on 20th September were agreed to be correct and were signed by the chairman. The vice chairman asked if the draft minutes could be sent out earlier – the clerk explained that they could be found on the website as soon as they were ready (which had to be within 28 days of the meeting, but was often much earlier than that), but in future she would circulate the draft minutes to councillors as soon as they were ready.

4. To report matters arising from those minutes (no decisions may be taken on any of these items):

Footway lights – the clerk had spoken to the farming tenant of the field on the corner of Newgate/Newgate Lane and they would sort out the weed growth up the pole;

Difficult junction, Mill Road/Chapel Lane – Highways had reported that even if double yellow lines were put in at the junction it would not be possible to enforce the restriction, and in any case it would cost £6k for the appropriate order, as has been encountered before. The clerk had reported back to the resident, who said they would continue to put polite notices on those vehicles that were persistently parked too close to the junction;

The clerk had received a reply from South Norfolk Council about the empty properties in Lockhart Road and Nurse Close – as the properties were still the subject of probate, it was not possible for the council to apply to take over the management of the properties. The only other option was compulsory purchase, which would involve compensation and legal costs above the market value of the property. SNC was only able to target two properties per year for enforcement action, and there were currently over 300 in the district. Councillors asked the clerk to check again to see if probate had been granted;

District Cllr Chris Brown joined the meeting

Regarding the “token” that would be distributed to participating Norfolk parishes as a permanent reminder of the community spirit shown during the pandemic, the Lord Lieutenant’s office has been in touch with details of a plaque that would be distributed to parishes, and there would be more in “correspondence2”.

5. Opportunity for public participation:

County Cllr Barry Stone had already submitted his regular report, but added that there was still time to apply for packs of trees and shrubs available through the Million Trees for Norfolk initiative (1MT). Individuals could apply for these plants, but the application must come via the parish council, with the deadline being 14th January 2022. This may be of interest to the Newgate Allotment Society, as well as individual local residents.

15th November 2021

page 1

Cllr Stone warned that efforts were being made to ensure the county council budget increase did not exceed 3%, but this was proving challenging. He also reported that he had visited a factory producing electric buses, 10 of which would be coming to Norwich, with more to be rolled out to the rest of the county in due course. There were also possibilities for funding for public electric vehicle charging points.

County Cllr Barry Stone made his apologies and left the meeting

District Cllr Chris Brown reported that South Norfolk Council had just started its budget setting process, and there was a deficit. One of the ways to save money was rationalisation of the current council office accommodation – due to merging its administration and staff with Broadland District Council, and the increase of staff working from home, it was hoped that substantial savings could be made but a final resolution was yet to be found. Covid recovery was ongoing, but at least the council's leisure centres were doing better than expected.

The member ward grant still had some funds available, if a local group needed a couple of £100. Parishes could apply for these funds, but only for something that couldn't be funded by the precept – play equipment, such as the vandalised bongs, might be a possibility, and Cllr Brown asked if a quote could be sent to him for the repair.

He also reported that at SNC's October council meeting he had raised a motion to have a climate emergency in the district – this would be on the agenda for the December district council meeting.

6. To discuss correspondence:

- 6a. The Ellingham United Charities has asked if the parish council could appoint another trustee and Kerry Osborne was unanimously appointed to the post;
- 6b. Following concern about the main run ditch in Newgate, the clerk called the local engineer for the Internal Drainage Board, who happened to be on site checking the ditch at that time with a colleague. They confirmed that, while part of the ditch had been dug out in association with Highways works in September to flush out the village drains, the rest, while not currently of concern, would be done after Christmas. In the meantime, some pipes and a drain cover on Newgate Lane that might be a potential blockage point for debris would be added to their list for regular checking;
- 6c. A fallen tree had been reported on the Sheepwalk path in Kirby Cane, which had been scheduled for removal;
- 6d. A resident had complained about flaking paintwork on the bridge at Ellingham Sluice, which the clerk reported to Suffolk County Council. The reply was that, while the condition of the paintwork had been inspected and noted, it did not yet meet their threshold for action;
- 6e. Cllr Lodge reported that the corner of School Road and Church Road by the school had again been badly flooded during recent heavy rains, and the clerk in turn reported to Highways, which had been programmed for action within six weeks (ie by mid-December);
- 6f. The council had received a letter to say that one of HM's Deputy Lieutenants for Norfolk would be in touch about the presentation of a plaque to the village in commemoration of the Covid pandemic – councillors decided that the plaque be presented at a regular parish council meeting, and should be fixed to the front of Kirby Cane Memorial Hall
- 6g. The Highways Rangers were asked to side out the pavement under the hedge along Mill Road opposite the playing field – unfortunately during this work some potholes were created in the pavement by the digger that was used, which could pose a trip hazard, the clerk would report this to Highways. Following this contact, in consultation with the Chairman and Vice Chairman, the clerk sent a letter to local landowners asking them to look at the maintenance of hedges and ditches, especially in view of the flooding experienced last winter, and councillors reported that a lot of hedges had been cut back already;
- 6h. A resident of a nearby village had alerted the clerk to some litter at Ellingham Sluice, which Cllr Skipper kindly went and put in one of the bins;

- 6i. Newgate Allotment Society had notified the council of its AGM and re-election of officers, and also extended the society's appreciation for the council's continued support during the past year;
- 6j. A resident had been in touch regarding an overgrown hedge, and the clerk had visited and encouraged the resident to contact the landowner in question to try to resolve the issue, which they had now done;
- 6k. The chairman reported a white van that had been parked outside the Memorial Hall for over a week, which the clerk reported to the local police officer, who took immediate action and the van was removed. Highways had been consulted and it would not be possible to put single or double yellow lines in this location, so a sign asking drivers not to allow their vehicles to block access to the hall seemed to be the only option. The clerk was asked to find out more details and further options;
- 6l. Residents of Ellingham Mill reported that they had been contacted by the Environment Agency about a change in maintenance responsibility for a river control structure at Wainford, which was of concern, and the clerk contacted the Environment Agency and received a detailed reply from one of their officers which seemed to have put the residents' minds at rest;
- 6m. A resident contacted the council regarding a problem with resurfacing the footpath in Woodland Drive in October which had resulted in wet tar being spread onto driveways. The resident had reported this to NCC, and the clerk suggested that if they had heard nothing further she could ask the County Councillor to intervene, but had heard nothing further;
- 6n. The Tidings editor had asked if KCE villagers could submit reports, recipes, poems and other information about village activities for inclusion in the magazine.

7. To receive a financial report from the clerk and to approve invoices for payment:

Councillors agreed payment of the list of cheques presented by the clerk and the chairman checked and signed the reconciliation and bank statements.

The clerk reported that the accounts for 2020/21 had been signed off and the appropriate notices displayed on the website and noticeboard.

Balance b/f at 20 th September 202		£ 46,051.45
Credits		
South Norfolk Council	Second half of precept	£10,250.00
South Norfolk Council	Recycling credit	£250.00
Payments agreed at last meeting:		
Shaun Pickering	repair/maintenance at playing field	£24.00
East Anglia Children's Hospices	Grant	£150.00
Payments to be agreed:		
IMON Site Ltd	September + October grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for meeting	£20.00
Premier Toilet Hire		£90.00
PKF Littlejohn	External audit 2020/21	£240.00
Norfolk Parish Training & Support	New councillor training	£40.00
	Copy of Good Councillor's Guide	£4.99
Norfolk Pension Fund	Clerk's pension contribs Oct/Nov	£299.62
Adrian Lord	Repair to Ellingham Village Sign and construction of bench at Ellingham sluice	£300.00
TT Jones Electrical	Footway light maintenance	£101.38
	Clerk's salary October/November	£976.39
Jane Love	Clerk's travel expenses	£12.87
	Clerk's use of home	£36.00
Sub-total of payments		£ 2,535.25
Balance c/f at 15 th November 2021		£ 54,016.20

8. To receive a report on the playing field:

Cllr Pickering reported that the platform on the play tower had been replaced by IMON Site. They have also suggested a lighter backboard for the basketball hoop which would be safer in case of damage which caused the board to fall. The playground committee now had a Whatsapp group which included IMON Site to report on the repair work. The pest control contractor had visited the playing field regularly and trapped several moles, but has had to change his work practises as his mole traps kept being stolen.

The chairman thanked the playground committee for their work.

9. To receive a report on the footway lights:

No further adverse comments had been received about the new lanterns, and there had been no reports of faulty lights since the last meeting.

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

Cllr Wright reported that the village had had SAM2 since late August and produced some interesting statistics, for example confirming the estimate that around 60 cars transport children to Ellingham Primary School, with more using Church Road than Mill Road, indicating that as many as two-thirds of those vehicles are coming from outside the village. About 15% of those vehicles speed unfortunately, which is in line with national speed limit guidelines. Councillors suggested that a new location for the SAM2 along the road between the school and the old railway bridge might provide some interesting data for the car park project, and Cllr Wright would look at the possibility of moving a bracket to this location.

Cllr Wright was thanked for his work.

11. To receive a report on the Memorial Hall and consider funding for a WiFi connection:

Cllr Cook reported that the whole of the hall had been redecorated, the back room refurbishment was complete and the exterior sheds had been treated with repellent oil. A new anti-slip surface was planned for the floor in the main hall. The management committee had discussed the possibility of getting a WiFi connection for the hall, to try for a year. So far they had receive quotes of around £340/£360 annually, so would the parish council be prepared to share the cost? It was suggested that County Cllr Stone might provide some funding, and maybe the local charities might be able to help. The clerk would put this on the agenda for the budget meeting in December.

12. To receive a report on the school/playground car park project, including information about the Christmas fundraising event:

Cllr Skipper told the meeting that the tenancy agreement was still awaited but the charity and the tenant had confirmed that the tests required for the project design could go ahead, so this would hopefully done in the next few weeks. He asked the clerk if she could contact the engineer who had drawn up the original plans to ask him to meet on site to mark out the area required.

Cllr Pickering reported that only a few tickets had been sold so far, but several people had said they would attend. If weather permitted, there could be a barbecue outside, and possibly the school could help with food and maybe the choir could attend the event. Several raffle prizes had been donated, and Santa had been asked to attend.

Cllr Lally left the meeting

13. To consider the adoption of a procurement policy:

The internal auditor had suggested that the council should have a procurement policy due to the likely scale of the car park project – councillors unanimously adopted the draft policy presented.

14. To consider the adoption of a community emergency plan:

Given the complexity of the documentation, it was possible that a working party would be needed to discuss this plan, which could be organised in the New Year.

15. To consider meeting dates for 2022:

Councillors adopted the suggested dates, with Monday, 25th April for the Annual Parish Meeting, which would hopefully be in the pre-Covid format with the meeting followed by refreshments. The clerk suggested that the Good Neighbour Scheme officer from Community Action Norfolk might be invited to speak, to which the councillors agreed.

16. To discuss planning matters:

There had been no further information from SNC regarding the Waveney Wildfowl site, which had received a visit from the enforcement officer. The clerk was asked to chase the officer again.

The clerk was also asked to chase the enforcement officer about the site to the south of the A143 in Stockton.

17. To consider specific local issues:-

- i) highways issues – the clerk had reported the deterioration of the roadway on the corner at Ellingham Sluice to Suffolk County Council as leaves had built up badly;
- ii) Ellingham sluice bench – the bench had been constructed and the clerk had contacted the Environment Agency as directed by a note that had been left on the bench. She had been informed that no consent could be found in EA files to indicate that approval had been given for the bench, as the donor had thought, and the clerk was waiting to hear from an EA officer about what steps could be taken to get retrospective approval.

18. To receive written applications for the office of parish councillor and to co-opt a candidate to fill one of the existing vacancies:

The council had received an application from local resident Charles Jurak to become a parish councillor, who was co-opted unanimously. Mr Jurak was welcomed to the council, and would carry out induction training when a convenient course was available. The clerk would order a copy of “The Good Councillor’s Guide” for Mr Jurak.

15. To receive items for information:

A resident had walked 500 miles since last December and collected 50 bags of litter – councillors asked the clerk to write to the person and offer free tickets to the Christmas party to thank them for their efforts.

16. To receive items for the next agenda:

Emergency plan for the village (may be a separate working party)

17. Date of next meeting: Monday, 13th December, 7pm (finance committee, budget meeting 2022/23) and parish council meeting on Monday, 10th January 2022

There being no further business, the meeting closed at 9.31pm

Signed.....
Chairman

Dated.....