

Minutes of the Meeting of the Kirby Cane & Ellingham Parish Council on Monday, 10th January 2022 at 7pm at Kirby Cane Memorial Hall

Present:

Michael Skipper Lesley Lodge James Lally Kerry Osborne Julie
Pickering Iain Wright
and Mrs Caroline Jarrold, DL; the clerk to the council, Jane Love; and seven members of the public.

1. **Presentation of Covid commemorative plaque by Caroline Jarrold, DL:**

On behalf of the Lord Lieutenant for Norfolk, Lady Dannatt, Mrs Jarrold presented a plaque to the community to recognise the response to the pandemic by the county's residents. Mrs Jarrold was able to present the plaque to one of the members of the group who was present at the meeting.

Mrs Jarrold gave her apologies and left the meeting

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

Apologies were received County Cllr Barry Stone, District Cllr Brendon Bernard and parish council chairman John Cook

3. **To receive declarations of interest from members on items on the agenda, and any requests for a dispensation on those interests:**

Michael Skipper was a trustee of the Kirby Cane Memorial Hall and Iain Wright was a trustee of Kirby Cane Charities.

4. **To approve the minutes of the meeting of 15th November 2021:**

The minutes of the meeting on 15th November were agreed to be correct and were signed by the vice chairman.

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

Stockton, land land to south of A143: SNC Enforcement had given the site owner until 8th December 2021 to submit a retrospective planning application or 12th January to remedy the breach of planning regulations – as this timeframe had not yet elapsed, the clerk would put this on the agenda for the next meeting;

Hedge, Florence Way – the owner of the field where the overgrown hedges were located had expressed their intention to do work on them during January 2022;

Mill Road pavement – NCC had advised that the repair was in hand but the timetable wasn't known. As the work had not yet been completed the clerk would chase this with NCC;

Cllr Lodge advised that the fallen tree may have been removed from the Sheepwalk footpath.

6. **Opportunity for public participation:**

District Cllr Chris Brown joined the meeting

There was active discussion of the recent planning application by L P Pallett Quarry Ltd to recycle construction and other waste at Leet Hill Quarry. Some residents had sent in their comments ahead of the meeting, and some were at the meeting to give their views in person. Lyndon Pallett was also in attendance and was able to answer some questions and listened to residents' comments and concerns, and seemed keen to address them constructively.

7. To consider any planning matters:

- 7.a FUL/2021/0050, Kirby Cane Quarry, Leet Hill, Yarmouth Road, KC – use of part of the existing quarry for the recycling of CDE waste for a temporary period (applicant LP Pallett Quarry Ltd) CDE = **construction, demolition and excavation waste material**

The clerk read out the comments that had been submitted.

District Cllr Chris Brown and five residents gave their apologies and left the meeting

The councillors then discussed the application at length, expressing their support for the effort to recycle CDE waste, and reduce the movements of the lorries transporting them, but acknowledging the huge impact approval of the application could have on the nearby residential properties, of which there were now more than listed in the application due to recent residential development at Leet Hill. Each councillor was invited to comment and the clerk was asked, under delegated powers, to condense these comments into a response that could be submitted to Norfolk County Council.

- 7b. 2021/2585, Applicant: Mr Steve Burdass, location: Westside Barn Yarmouth Road, Kirby Cane Norfolk NR35 2HJ, Proposal: Erection of double garage. Councillors has no objections to this application.

8. To discuss correspondence:

- 8a. Anglian Water had informed the council of its Priority Services Register for vulnerable customers – the clerk would put the information on the website and ask if it could be included in the Tidings;
- 8b. Greater Norwich Local Plan – inspectors had been appointed to carry out an independent examination of the GNLP, and these hearings would take place over a period of two weeks from 1 February 2022 via Teams meetings and livestreamed via a link on the GNLP website;
- 8c. the Norfolk Police budget consultation was currently underway, running until Friday, 14th January;
- 8d. Winter help for residents – County Cllr Barry Stone had sent through a very comprehensive list of contacts and assistance available from NCC and various other agencies, which the clerk would put on the website and send again to councillors;
- 8e. An update on the Norwich Western Link (the final stage of the Broadland Northway) had been received, following some press coverage last week. This was going to be considered again by Norwich City Council during the next few days. The email set out the NCC position, and confirmed that work was still underway to mitigate environmental impacts that had concerned Norwich City Council and other consultees and residents;
- 8f. NCC had advised that the Honeypt Lane footpath would be improved in the coming weeks, but there was no information yet on whether they will reinstate the stile in such a way that it was easy for dogs to access;
- 8g. Bridleway/cycle path BR5/BR15 alongside the A143 – NCC had confirmed that it had received funding to reinstate the surface.

9. 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.

Balance b/f at 15th November 2021

£ 54,016.20

Credits

Xmas party on 12/12/21	proceeds of ticket sales, raffle etc	£416.86
Newgate Allotment Society	annual rent	£175.00

Payments since last meeting:

Mr John Cook	village hall noticeboard repair	£100.00
J Spurdens Pest Control	pest control Jul-Sep 21	£105.00
	pest control Oct-Dec 21	£105.00
Durrants	Newgate Allotment Society annual rent	£175.00
A F Howland Assocs	Soakage test at car park site	£1,530.00

Payments to be agreed:

IMON Site Ltd	November + December grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for meeting + xmas party	£65.00
Durrants	Charity Act valuation & report for car park site	£540.00
Subteno Ltd	Layout & drainage design for car park site	£1,440.00
TT Jones Electrical Ltd	Footway light maintenance Jan-Mar 22	£66.38
Norfolk Pension Fund	Clerk's pension contribs Dec/Jan	£299.62
	Clerk's salary Dec/Jan	£976.39
Jane Love	Clerk's travel expenses	£33.12
	Clerk's use of home	£36.00

Sub-total of payments	£ 5,711.51
Balance c/f at 10 th January 2022	£ 48,896.55 *

**This total includes £3000 reserve towards the cost of a future election, £9000 in general reserves, £1000 contingency reserve, £300 unspent Ellingham Football Club grant, £147.09 remaining of grant to the Memorial Hall to end financial year 2021/22, £2,281 for the playground project, £18815 for the footway lights and £500 of the Covid emergency response grant*

10. To consider changing the parish council's bank account to an online banking provider, and the appointment of extra signatories if required:

The clerk had researched two potential online banking providers, and councillors resolved to change the parish council bank account to Unity Trust, a provider that was used successfully by many other parish councils. In addition to Cllr Pickering and Cllr Wright, Cllr Lodge and Cllr Cook would be added as signatories.

11. To consider the draft budget for 2022/23 and decide on the precept:

The clerk had revised the draft budget in line with councillors' discussions at the budget meeting on 13th December, and also added the cost of online banking as a precaution. Councillors resolved to adopt the draft budget for 2022/23 and request a precept of £20,800.00 from South Norfolk Council for the 2022/23 financial year, which represented a small actual increase on the previous year, but, due to a change in the tax base, meant a small reduction in the amount that would be paid per household. The councillors agreed that the chair could sign the precept request on their behalf, for submission to SNC by 14th January.

12. To consider the appointment of an internal auditor for 2021/22 financial year:

The clerk had obtained a quote from Catherine Moore, a very experienced clerk who has considerable experience doing internal audits and who has already provided her with advice on the car park accounts and potential change to internet banking. Councillors approved Ms Moore's appointment for 2021/22 on that basis.

13. To consider forming a working party to draw up an emergency plan for the village, and arrange a meeting of this group if required:

Cllr Osborne offered to lead this project and would draw up a draft document for consideration.

14. To consider arrangements for the Annual Parish Meeting on 25th April 2022:

The clerk confirmed that the speaker from Community Action Norfolk Good Neighbour Scheme, Tracey Allan, had been booked for that evening, if the event was able to go ahead as planned.

15. To consider specific local issues:

- i) highways issues – Cllr Lodge reported that the corner of Station Road and Church Road, Ellingham, just next to the school, had been flooded again recently, and the clerk would report this again;
- ii) the clerk reported that she and Cllrs Cook and Skipper and one resident had met with the local PC on 15th December and looked at various areas of concern in the centre of the village regarding inappropriate parking. The officer had explained that parking was a civil matter, enforced by SNC, and although he had intervened recently when a vehicle had been left in front of the Memorial Hall for a prolonged period, the police could only take action if there was deliberate blocking of the highway itself, not parking or Highway Code violations. However, the PC had approached NCC Highways on behalf of the parish council to make its concerns known. Unsurprisingly, he was directed that the correct path was for parish councils to raise these concerns with Highways, which councillors had, of course, already done. Cllr Skipper reported that the Memorial Hall committee would look at what measures could be taken to improve signage etc asking for the area in front of the hall to be kept clear;
- iii) flooding on Old Bungay Road – recently the lane had become flooded after heavy rain across the road between Birtwick Park and the neighbouring property, Abbots Manor. The clerk was asked to write a friendly note to both properties to see if there was anything that could be done about this.

16. To receive a report on the playground:

Cllr Lodge reported that work was well underway on a number of small maintenance issues and the basketball hoop and post had recently been extensively overhauled. The brick plinth had been removed but unfortunately the plaque that had marked the original installation of play equipment had been lost. Anti-bird measures had been placed on the swings, missing caps had been replaced and the football target boards had been secured top and bottom. Efforts were being made to work out how to repair the zip wire handle. Cllr Lodge was thanked for her report.

17. To receive a report from the car park committee:

Cllr Skipper reported that the soakage test had been carried out successfully and the results were good. As a result, the design for the car park had been produced to enable the project to go to tender. The locations for the large mains gas pipe, water and electricity had also been formally requested and received to ensure the safety of the project.

The clerk reported that she had been advised that, as it was going to be a costly project, it would be advisable to get specialist advice on the position regarding reclaiming VAT. The recommended specialist had in turn advised that it might be best for the council to rejoin the Norfolk Association of Councils to benefit from its free VAT advice service (the council's current advisers do not have a VAT specialist). The clerk would find out how much this would cost. It was suggested that the clerk might contact the district councillors to see if SNC could offer any VAT advice.

18. To receive items for information:

For the next Rangers visit, the clerk was asked to add trimming back the tree near the main bus stop in the village;

Cllr Wright pointed out that there were fence posts lying on the ground near to the access point to the permissive path near the crossroads on Church Road, Kirby Cane, and he would provide an image to forward to the landowner.

16. To receive items for the next agenda:

Emergency plan for the village, research for funding for the car park, street party for the Queen's Platinum Jubilee

17. **Date of next meeting: Monday, 121st March,**

There being no further business, the meeting closed at 8.58pm

Signed.....

Chairman

Dated.....