

**Minutes of the Annual Parish Council Meeting of the Kirby Cane & Ellingham
Parish Council on Monday, 15th May 2023 in Kirby Cane Memorial Hall,
immediately following the Annual Parish Meeting**

Present:

Richard Canham John Cook James Lally Lesley Lodge
Kerry Mallard Julie Pickering Andrew Raymant Michael Skipper
Iain Wright
and District Councillor Chris Brown, the clerk to the council, Jane Love, and six residents

***Councillors had signed their declarations of acceptance of office before the meeting
and these had been countersigned by the clerk as the officer of the council***

1. **To elect a chairman of the parish council:**
John Cook was unanimously re-elected chairman of the parish council.
2. **To elect a vice chairman of the parish council:**
Michael Skipper was unanimously re-elected vice chairman of the parish council.
3. **To receive apologies for absence:**
Apologies were received from district councillors Brendon Bernard and county councillor Barry Stone.
4. **To consider any declarations of acceptance of office that hadn't been made and decide whether to grant an extension or declare the seat vacant:**
Each councillor had signed their declaration of acceptance of office and so this was not relevant.
5. **To receive declarations of interest from members on items on the agenda, and any requests for a dispensation on those interests:**
John Cook, Michael Skipper and James Lally were trustees of the Kirby Cane Memorial Hall; Iain Wright was a trustee of Kirby Cane Charities; Richard Canham and Kerry Mallard were trustees of the Ellingham United Charity; and John Cook had a non-pecuniary interest in the Ellingham United Charities.
6. **To approve the minutes of the meeting on 13th March 2023:**
The minutes of the meeting on 13th March were agreed to be correct and were signed by the chairman.
7. **To report matters arising from those minutes (no decisions may be taken on any of these items):**
The clerk reported that the pothole at the junction of Mill Road and Yarmouth Road had been repaired, but the sign that she thought had been repaired at the recycling centre had not been fixed.
8. **Opportunity for public participation:**
The clerk read a summary of a report submitted by County Cllr Barry Stone, in which he reported that he had been elected at Chairman of the County Councillor for the year to May 2024. Cllr Stone had reported that the county council was focussing on its climate strategy in order to be able to reach carbon neutrality by 2030, and that the county deal for Norfolk consultation would be under consideration in the months to come. NCC was considering buying land to plant a further 500,000 trees, possibly in multiple locations in the county, and was also putting more funding into Special Educational Needs education and Home-Start Norfolk, to assist families with young children facing financial difficulty.

A resident reported their disappointment that, although the footpaths had been repaired well earlier in the year, their work area had been left in a poor condition, and the clerk was asked to report this to NCC Highways.

9. To receive a report on the Coronation Tea Party:

The event on the afternoon of 7th May drew around 70 people, and the hall was beautifully set out with an amazing tea laid on by the village hall committee. A great time was had by all, playing the games that were on offer and enjoying the many cakes and other home-baked delicacies. Local children were able to collect the commemorative coins purchased by the parish council and councillors sent their very grateful thanks to all who had made the afternoon such a success. After expenses had been deducted, the event raised a total of £205.90, which councillors agreed should be split equally between the parish council car park fund and the Memorial Hall committee. Councillors also agreed the list of expenses for ingredients etc that had been received from those who had kindly spent their time baking and preparing the hall for the party.

10. To consider any planning matters:

a) 2023/1068 and 2023/1069: Kirby Cane Hall Loddon Road Kirby Cane Norfolk NR35 2HN, proposal: re-ordering part ground, first and second floors, including the pitched rear lobby roof, estate WC and SVP to the garden room and all associated works – councillors supported the application.

b) 2023/0913: Nayland 9 Yarmouth Road Kirby Cane Norfolk NR35 2HQ
Proposal: Conversion and extension of garage – the clerk had requested comments from the planning committee under delegated authority and had reported to SNC on its behalf supporting the application on the basis that it would have no impact on neighbouring properties.

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

Councillors resolved to reconfirm this delegation to enable the clerk to respond to planning applications on their behalf between meetings.

12. To consider the adoption of the General Power of Competence:

The clerk explained that as the council had more than the required two-thirds of elected councillors, and the clerk had achieved the CiLCA qualification, it was possible for them to adopt the GPC to enable them to take any decision that an individual was legally able to do, and councillors resolved to adopt this power for their current period of office.

13. To discuss correspondence:

13a. The council had received an email from a resident regarding the high level of grass on the verges in Lockhart Road/Crisp Way and elsewhere in the village, which councillors asked the clerk to report to NCC Highways;

13b. The clerk spoke briefly about an email from SNC regarding post election processes, including the signature of the declaration of acceptance of office (which all councillors had done) and completion and return of the expenses form, including for those who had no expenses. Most councillors had already completed their register of interests forms, and some had returned them direct to SNC;

13c. The council had received an update on the review of the local bus service;

13d. The council had received an update on the progress of the construction of the new Priscilla Bacon Lodge by the Priscilla Bacon Hospice, to which the council had previously contributed;

13e. Cllr Wright had reported that there was a problem with the defibrillator battery and the unit had therefore been removed from service. The other unit in the village (at the funeral director's in Newgate Lane) was still available on the central system, however;

13f. The clerk had received an email from the contractor who had assisted with the development of the parish council's website suggesting that it might be time to refresh the design of the website. Asked for her opinion, the clerk said in her view the website

performed its function well, principally as a statutory requirement for financial and governance transparency, and did not require further design input. However, her concern was that the website was reaching its storage capacity, and she would look at the options for this going forward.

- 13g. Cllr Lodge had raised the issue of a date for a fete in the village, and after some discussion councillors decided that as there had already been a celebration for the Coronation, and a music event was planning for 12th August, that there was probably no need for another event during the summer months, although they may consider something for Christmas. Cllr Pickering would contact the school's PTA to see if the parish council could contribute to the school fete on 24th June.

14. To receive and adopt the Accounts and Annual Return for the year ended 31st March 2023:

Councillors had seen the draft final accounts and internal audit report – the internal auditor had raised no concerns, and suggested that the council should considering opening a deposit account in view of the good rates of interest currently on offer, and this would be considered later in the meeting.

The clerk explained that the council had been chosen as one of the 5% sample for “intermediate review”, which involved sending a year-end bank statement to back up the bank reconciliation and explaining any “except for” items on the previous external audit report. The clerk had therefore prepared a narrative to explain the issue that had arisen about the publication of the dates for elector’s rights for the 2020/21 accounts, and regarding the clerk’s PAYE, which had been resolved immediately the issue had been brought to the clerk’s attention.

The clerk read out the accounting statements for 2022/23 and the councillors were able to agree to all eight. They also agreed that the chairman and the clerk could sign the annual return on their behalf.

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

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

Balance b/f at 1 st April 2023		£ 55,825.91
Receipts:		
South Norfolk Council	First half of precept	£11,000.00
South Norfolk Council	Coronation event grant	£200.00
Mrs D Wadley	Fundraising towards car park project	£80.00
Standing order:		
Jane Love	Clerk’s monthly salary + use of home – Apr	£539.20
Jane Love	Clerk’s monthly salary + use of home – May	£539.20
Payments between meetings:		
Andy Mutimer	Repair to fence at Ellingham playing field	£465.00
Kirby Cane Church	Annual grant for churchyard maintenance	£850.00
Ellingham Church	Annual grant for churchyard maintenance	£850.00
Payments to be agreed:		
IMON Site Ltd	March + April grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for meeting 15 th May	£20.00
Toilets+	Hire of toilet unit at Ellingham playing field for Easter holidays	£272.40
Mr M Skipper	Councillor’s expenses – printer cartridges	£43.27
TT Jones Electrical	Street light maintenance July-Sept 2022	£72.36
TT Jones Electrical	Street light maintenance Jan-Mar 2023	£82.13
Joel Spurdens Pest Control	Pest control at Ellingham playing field	£110.24

Mrs C Moore	Internal audit 2022/23	£125.00
SLCC	Membership 2023/24	£139.00
Norfolk Pension Fund	Clerk's pension contribs Apr/May	£324.92
HMRC	Clerk's tax for April	£9.80
HMRC	Clerk's tax for May	£11.80
Jane Love	Clerk's travel expenses	£93.00
	Coronation medals	£83.96
	Printer carts	£10.46
	Adjustment for additional tax	-£5.20
Sub-total of payments		£ 4,876.54
Balance c/f at 15 th May 2023		£62,229.37

- 16. To consider the signatories on the bank account and consider opening a deposit account:**
Councillors agreed that the bank signatories should remain as Cllrs Pickering, Wright, Lodge and Cook, and that, in accordance with the recommendation of the internal auditor, that a deposit account should be opened to take advantage of the beneficial rate of interest now available. They resolved that initially £40,000 should be transferred into this account.
- 17. To consider the renewal of the council's insurance policy:**
The latest LTA with the parish council's insurer, BHIB, had come to an end, and the clerk presented the three quotes that had been received. BHIB offered a rate that was significantly lower than the others and therefore councillors agreed the renewal of the current policy with BHIB in the sum of £685.52.
- 18. To consider training opportunities for councillors:**
Councillors resolved to book a group training session run by Julie King of Norfolk Parish Training and Support on Monday, 5th June and chose six topics to cover during the session. New councillor Andrew Raymant would advise if he felt he require further training at a later date. The clerk should also obtain a copy of the Good Councillor Guide for Cllr Raymant.
- 19. To consider confirmation of the terms of reference for committees:**
This item was deferred to the next meeting.
- 20. To receive a report on the playing field:**
IMON Site had completed many of the jobs on the playground committee's action list, and the committee felt that the site was well-prepared for the annual inspection, which would take place during June. It was possible that there were animal burrows in a section of the field near to the perimeter fence, and Cllr Picking would advise the pest control contractor of this.
- 21. To receive a report on the car park project:**
Cllr Skipper reported that unfortunately there had been little progress with the lease, as this was now in the hands of the solicitor reviewing the lease on behalf of the Ellingham United Charities. The clerk and Cllr Skipper had expressed their concern that the council had received an estimation of five to six hours work at £210/hour on the part of the EUC's solicitor, which seemed excessive given the amount of negotiation and clarification that had already been done between the parties. Councillors expressed their frustration at the slow rate of progress, and the chairman offered to contact the council's solicitor to see if he could hurry the process along.

22. To receive a report on SAM2:

Cllr Wright had little to report as the device was still with Geldeston, but he hoped to be able to recover the unit in July and place it in the village locations.

23. To consider specific local issues:

The clerk had been advised that the Rangers would be visiting the village soon, and Cllr Wright reported that the road surface along the A143 near the telephone exchange was breaking up again. Cllr Raymant also reported that part of Old Station Lane had become badly degraded, as well as parts of Mill Pool Lane, but these were predominantly on the Suffolk side of the River Waveney. The clerk would report these to the appropriate authorities.

24. To receive items for information:

Cllr Raymant explained some very unpleasant instances of disposal of waste in the wheelie bins at Ellingham Mill, which he has kindly emptied for some months. The clerk would investigate what options there might be for some kind of CCTV cameras in the area.

21. To receive items for the next agenda:

Terms of reference for committees, confirmation of trustees for village organisations, Music in the Park (organisers to be invited along), dilapidated bungalows

22. Date of next meeting: Monday, 17th July, 7pm

There being no further business, the meeting closed at 9.37pm

Signed.....
Chairman

Dated.....