

# Minutes of the Parish Council Meeting of the Kirby Cane & Ellingham Parish Council on Monday, 30<sup>th</sup> January 2023 at 7pm in Kirby Cane Memorial Hall

## Present:

John Cook                      Lesley Lodge                      Kerry Mallard                      Julie Pickering  
Michael Skipper              Iain Wright

and district councillor Brendon Bernard, the clerk to the council, Jane Love, and eight members of the public.

### 1. To receive apologies for absence:

Apologies were accepted from councillor James Lally.

### 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; Kerry Mallard was a trustee of the Ellingham United Charities; and John Cook had a non-pecuniary interest in the Ellingham United Charities.

### 3. To approve the minutes of the meeting of 21<sup>st</sup> November 2022:

The minutes of the meeting on 21<sup>st</sup> November were agreed to be correct and were signed by the chairman.

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

The clerk had received a reply via the Highways reporting system that the work done so far to the footpaths in the village was to specification and no further action would be taken – this would be discussed further under Correspondence.

Various other issues would be covered later in the agenda.

### 5. Opportunity for public participation:

Residents commented that the pavement on the corner of Mill Road opposite the Mill Lane junction had broken up badly and was dangerous – the clerk noted that this was one of the areas due to be repaired/replaced during the footpath maintenance programme due to take place during February/March.

Residents asked how to report potholes, and the clerk gave information and about the NCC highways portal.

Residents expressed concern about the two sites in the village put forward under the district council's Village Cluster Housing Allocations Plan (VCHAP), which was under Regulation 19 consultation until 6<sup>th</sup> March, the main issues being highways concerns and density of construction. District Cllr Bernard pointed out that this consultation was about the legality and soundness of the VCHAP as a whole, not the sites in particular, a more technical level of consultation. Councillors resolved to hold a planning committee meeting on Monday, 20<sup>th</sup> February to discuss this issue, and asked the clerk to invite a representative of the planning department to the meeting.

Cllr Bernard told the meeting that there were still funds in the ward member's budget, and it may be possible to allocate £250 to a project. SNC was now operating out of Thorpe Lodge, the Broadland DC offices, on a temporary basis before the new permanent base was ready. SNC was in the process of drawing up its budget for 2023/24, and was also emphasising carbon reduction with a 2030 target for net zero for organisational output. He also told the meeting that demand for temporary housing in the district had nearly tripled over the winter months.

### 6. To discuss planning matters:

a) Leet Hill Quarry – the planning appeal hearing would take place the following day at Norfolk County Council's offices;

b) Village Clusters consultation – this was discussed earlier in the meeting and a further planning committee meeting was planned for Monday, 20<sup>th</sup> February;

c) the council had received notification of a further consultation on the “favoured” sites for development as locations for gypsies and travellers – there appeared to be no sites anywhere near the village. This was the next stage in the consultation process, no sites had been chosen as yet;

d) Councillors agreed that the clerk should attend an online course on neighbourhood planning on 16<sup>th</sup> March at a cost of £48.00.

**7. To discuss correspondence:**

a) NCC Highways had informed the council of further works to the footpaths in the village, and the clerk had taken the opportunity to comment again on the poor quality of the work, but had received no reply to this email;

b) a resident had requested information about a property in the village but none seemed to be available;

c) a resident had been in touch about a finger post (located near the bend in Mill Lane where the path crosses the field towards the old railway bridge), and that the matter is in hand;

d) Old Yarmouth Road in Kirby Cane would be closed 13-14 February, which would hopefully rectify the persistent flooding in that area;

e) the resident who emptied the bins at Ellingham Sluice asked for more bin bags, which were ordered and the expenditure would appear under the financial report. They also brought up an incident of flytipping in a ditch along Mill Pool Lane on the other side of the river – although that is Suffolk, the clerk had reported it and had asked the resident for an update;

f) the clerk had received an email about the new Code of Conduct for local authorities which had been mentioned previously – SNC hopes that this will be adopted in time for the elections in May, and this would be on the agenda for the next meeting.

**8. To receive a financial report from the Clerk and approve invoices for payment:**

In addition to the financial report presented to the councillors, the clerk noted the additional invoice for £58 for the bin bags for Ellingham Sluice, which had been programmed as a separate payment and would be put on the next financial report for the March meeting;

PKF Littlejohn has been appointed as external auditor for local authorities from 2022/23 to the 2026/27 financial year;

Councillors agreed that the clerk should set up a direct debit for payment of the PAYE to HMRC to speed up transaction processing in future.

Councillors agreed the list of payments presented by the clerk, plus the additional payments mentioned above, and the chairman checked and signed the reconciliation and bank statements.

Balance b/f at 21 <sup>st</sup> November 2022		£ 59,480.10
<b>Receipts:</b>		
Ellingham United Charities	Grant towards car park project	£1,000.00
Easyfundraising	Donations towards car park project	£15.96
Easyfundraising	Donations towards car park project	£38.73
Newgate Allotment Society	Annual allotment rent 2022/23	£175.00
Kirby Cane Post Office	Receipts from sales of village history book	£65.00
South Norfolk Council	Recycling credit 2022/23	£250.00
<b>Standing order:</b>		
Jane Love	Clerk's monthly salary + use of home – Dec	£539.20
Jane Love	Clerk's monthly salary + use of home – Jan	£539.20

<b>Payments between meetings:</b>		
Kirby Cane Memorial Hall	Additional payment due to increase in room hire rate	£30.00
TT Jones Electrical	Streetlight maintenance, Oct-Dec 2022	£72.36
Durrants Estate Agent	Rent for Newgate Allotments 2022/23	£175.00
Unity Trust	Service charges	£18.00
<b>Payments to be agreed:</b>		
IMON Site Ltd	November + December grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for meetings 12/12/22 + 16/1/23	£40.00
Joel Spurdens Pest Control	Pest control at playing field, Jan-Mar 2023	£110.24
Norfolk PTS	Election training course, 19/1/23 (online)	£36.00
Norfolk Pension Fund	Clerk's pension contribs Dec/Jan	£330.52
HMRC	Clerk's tax for December	£8.20
HMRC	Clerk's tax for January	£8.60
Jane Love	Clerk's travel expenses	£18.40
	Adjustment for additional tax	-£0.40
<b>Sub-total of payments</b>		<b>£ 2,165.32</b>
Balance c/f at 30 <sup>th</sup> January 2023		£ 58,859.47 *

*\*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, £47.09 remaining of grant to the Memorial Hall to end financial year 2022/23, £886 for the playground project, £18815 for the footway lights and £500 of the Covid emergency response grant*

**9. To consider the draft budget for 2023/24 and decide on the precept:**

The parish council's financial committee had met on 12<sup>th</sup> December to discuss the budget for the coming financial year in detail – the clerk had made some amendments as directed. In addition, she drew councillors' attention to the fact that she had now added the unspent Covid support grant (£500) to reserves, and that a request for funding had now been received from Tidings magazine. Councillors asked the clerk to ask how much other parishes paid towards the production of the magazine. The clerk had sought advice about payment of a flat rate of expenses of £20 per councillor per year and had received a reply that this was possible, but such an allowance would have to be paid to each councillor through PAYE. Councillors resolved to receive a ream of paper each, or provide receipts for reimbursement.

Councillors agreed to the quote that had been received for the supply of a toilet unit at the playground during the Easter and summer holidays coming in at a total of £520.00 (£35/unit/week, + £85 transport charge, all + VAT).

Councillors resolved to request the amount of £22,000 as the precept for 2023/24, and adopted the draft budget for the year presented by the clerk.

**10. To discuss the necessity for an Annual Parish Meeting (APM):**

Councillors discussed the possibility that the parish council would not be responsible for organising an APM in the village in future, following advice from Norfolk PTS that there was no legislation requiring a parish council to be responsible for such a meeting. Councillors resolved to revert to the former practice of holding the APM on the same evening as the Annual Parish Council Meeting, which in 2023 would be 15<sup>th</sup> May.

**11. To discuss improved broadband for the village:**

This was considered no longer to be necessary as the broadband to the village had been upgraded and speeds were now improved.

**12. To consider specific local issues:**

i) highways issues – the clerk would report a pothole opposite 38 Mill Road, Ellingham, but the pothole in the school lane “layby” had been filled.

**13. To receive a report on the playground:**

Cllr Pickering reported NGF Play had attended and re-tensioned the zip wire, although there was some concern that this was now too high, which would be monitored in the weeks to come. The chimes had also been repaired but not the bongoes.

The rabbit rocker had now been replaced with a tractor, and the broken fence gap had been filled with orange netting ahead of a permanent repair. IMON Site had also done other small repairs and edged the path around the playing field/play area.

Councillors also reported rabbit holes along the hedge near to the affordable housing.

**14. To receive a report on the car park project:**

Cllr Skipper reported that there had been some amazing local fundraising events which had added £1000 to the car park fund, and a meeting would be called as soon as the lease, which was currently being reviewed by local solicitors, had been finalised.

Other fundraising events were planned, and also a resident had suggested using a “thermometer” type gauge in due course when more funds had been raised so that residents could see the progress of the project.

**15. To receive items for information:**

The volunteer group in the village is still active and keen to help if anyone knows of elderly or vulnerable residents who need help collecting prescriptions etc.

The date of the next parish council meeting would be changed from 20<sup>th</sup> March to 13<sup>th</sup> March as several parish councillors would not be available on the former date.

**20. To receive items for the next agenda:**

Code of conduct, coronation event (7<sup>th</sup> May 2023) planning, possible June fete

**19. Date of next meeting – Monday, 13<sup>th</sup> March, 7pm**

There being no further business, the meeting closed at 9pm

Signed.....  
*Chairman*

Dated.....