

Minutes of the Annual Parish Council Meeting of the Kirby Cane & Ellingham Parish Council on Monday, 16th May 2022 at 7pm in Kirby Cane Memorial Hall

Present:

John Cook James Lally Julie Pickering Michael Skipper
Iain Wright
and County Councillor Barry Stone and the clerk to the council, Jane Love

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 Chris Brown, and parish councillors Lesley Lodge and Kerry Mallard.

4. **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; and John Cook had a non-pecuniary interest in the Ellingham United Charities.

5. **To approve the minutes of the meeting on 21st March 2022:**

The minutes of the meeting on 21st March were agreed to be correct and were signed by the chairman.

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

Jubilee party, 5th June - The clerk reported that, due to supply issues, toilets were not available and the school had offered to open up to provide their toilet facilities. The clerk had contacted the parish council's insurers to inform them, and would carry out a risk assessment for the event.

Land at Stockton – the council had been informed that SNC enforcement had engaged with the owner of the property, who had advised of his plans but to date had not submitted a planning application. The SNC officer further stated that “what is on the site at present is not unacceptable in planning terms and therefore further action at this time would not be expedient”. He assured the council that SNC was monitoring the site and would re-assess the need for an application if it became appropriate, and keep the council informed.

7. **Opportunity for public participation:**

County Cllr Barry Stone told the meeting that he had been appointed vice chairman of Norfolk County Council for 2022/23, and would therefore be chairman the following year. He commented on various consultations currently going on in the county, and answered questions about the route of pylons carrying electricity from North Norfolk to Essex. He commented that he had seen no updates on the Greater Norwich Local Plan, but was under the impression that it was still on course for adoption by government.

Councillors also asked about grasscutting, and Cllr Stone undertook to speak to the Highways engineer about this.

In relation to fundraising for the car park, Cllr Stone noted that in addition to the regular Parish Partnership scheme, which would be offered again in for 2023/24, he also had a £10k fund for highways safety measures, which might be applicable to some aspects of the project.

8. To consider any planning matters:

2022/0663: Green Dragon Brewery, Waveney Wildfowl Park, Ellingham – proposed conditioning lake; the councillors were disappointed that neither the applicant nor their agent were in attendance to answer questions, in spite of the clerk's attempts to invite them to the meeting. She had also contacted SNC to ask them to pass on questions, but the officer at SNC had received no reply.

The opinion of the meeting was that there was a lack of information in the application to enable them to make a decision, and they were concerned that the nature of the development was being radically changed from one of leisure to being a commercial fishery operation. They therefore directed the clerk to convey these opinions in their response to SNC, along with their strong objection to the application.

2022/0758 + 2022/0837: Birtwick Park, Kirby Cane – Variations of conditions, revision of design; the councillors had no objection to either of these applications.

Leet Hill Quarry, NCC FUL/2021/0050: Use of part of the existing quarry for the recycling of CDE waste for a temporary period; this application had been refused on grounds of poor visibility at the junction of Old Yarmouth Road and Church Road, sustainability (distance of transporting spoil) and the possible detrimental effect on the restoration of the site.

9. 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.

10. To discuss correspondence:

- 10a. The council had received an appeal from a resident of a South Norfolk village on the route of the pylons that will take power from North Norfolk through to Essex, for people to support their opposition to the plan – the consultation was open until 16th June. Councillors decided it was not appropriate for them to comment as the village was not directly impacted by this plan;
- 10b. Arthritis Action was once again holding face-to-face action group meetings to support those with the condition;
- 10c. Empty properties – the clerk had checked for probate, but could find no indication that this had been granted, so she contacted the executors of the properties, but received no reply. She then contacted SNC, and an officer had arranged to visit the properties the following day, and had invited the executors to join him. The councillors expressed an interest in joining this meeting, and the clerk would contact the officer accordingly. They further commented that they considered the clearing of the properties to be the responsibility of the executors, or the eventual owners of the properties, and did not wish any public resources to be spent on this;
- 10d. £150 energy rebate scheme – SNC had contacted most of those council tax payers for whom they had bank details, and were contacting the remaining Band D council tax payers;
- 10e. Turnstone House had sent the annual letter asking if the council has any “concerns” or “risks” for the location of Turnstone House, part of the annual review of appropriateness and suitability of the location of the premises – councillors did not know of any concerns or risks, and the clerk would reply to Turnstone House accordingly;
- 10f. SNC was updating its Public Spaces Protection order for dog fouling and had a consultation open until 17th June;

- 10g. A resident had asked if there was any information about their property – councillors gave the information they had and made some suggestions for other possible sources of information;
- 10h. Councillors sent good wishes to Cllr Mallard and her family, and the council would send a card;
11. **To receive a financial report from the Clerk and to approve invoices for payment:**
 The clerk explained that the Barclays Bank statement for 28th March onwards had not arrived, probably as there had been no activity on the account, and therefore the closing balance of this financial report, and the 2021/22 annual return, should not change. There was one final item to be paid from Barclays – the direct debit for the data protection registration with the Information Commissioner’s Office, £35 – which should clear from the Barclays account in late May.
 Councillors agreed that a letter should be signed to close the Barclays bank account and transfer the balance to the Unity Trust bank account.
 The councillors also agreed that the clerk could set up a standing order for approval by the bank signatories to pay her salary monthly from June 2022, including the “use of home” payment. Any variable amounts, such as travel expenses, could then be paid separately at each meeting as a bi-monthly payment.

Balance b/f at 1st April 2022		£ 46,006.57
Receipts:		
South Norfolk Council	First half of precept	£10,400.00
Kirby Cane Charities	Grant for car park project	£500.00
Payments to be agreed:		
IMON Site Ltd	March + April grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for meetings	£30.00
TT Jones Electrical		£72.36
Kirby Cane PCC		£750.00
Ellingham PCC		£750.00
	grant for parish magazine production	£185.00
Catherine Moore	Internal audit 2021/22	£125.00
SLCC	Membership 2022/23	£134.00
Norfolk Pension Fund	Clerk’s pension contribs Apr/May	£310.08
HMRC	Clerk’s tax for April	£2.20
HMRC	Clerk’s tax for May	£2.20
	Clerk’s salary Apr/May	£988.89
		£23.69
Jane Love	Bulb for defib	£5.49
	Clerk’s travel expenses	£52.70
	Clerk’s use of home	£36.00
Sub-total of payments		£ 3,707.61
Balance c/f at 16th May 2022		£ 53,198.96 *

**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*

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

12. To receive and adopt the Accounts and Annual Return for the year ended 31st March 2022:

Councillors had seen the draft final accounts and internal audit report – a couple of items referred to the issues that the council had had regarding the audit for 2020/21 and the timing of meetings due to Covid, which had been raised in the last external audit report. The internal auditor had raised various items, and of these the PAYE issue was being rectified and the recommended reserves policy was being considered later on the agenda. The reference to the website would be addressed, and the clerk would also look at the internal controls to tighten them up for internet banking. A column for section 137 had been added to the accounts.

The clerk read out the accounting statements for 2021/22 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.

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

Councillors agreed the renewal of the current policy with BHIB in the sum of £677.32. This was the last of a three-year arrangement, and the clerk would review the policy in the spring of 2023 and get new quotes.

14. To consider confirmation of the terms of reference for the following committees:

- a) **Finance Committee** – councillors all agreed the terms of reference presented;
- b) **Car Park Committee** - councillors all agreed the terms of reference presented;
- c) **Playground Committee** - councillors all agreed the terms of reference presented;

15. To consider the adoption of a reserves policy:

Councillors agreed the adoption of the draft reserves policy presented by the clerk.

16. To consider an emergency plan for the village:

Councillors were very grateful to Cllr Mallard who had populated the draft emergency plan, and also sought help from other sources. They agreed to defer this item until a later date so that Cllr Mallard could be part of the discussion.

17. To receive a report on the playing field:

Cllr Pickering reported that the annual safety inspection was due in June and IMON Site Ltd had been working through the prioritised list of jobs that needed attention. She reported that, in addition to the Picnic in the Park on 5th June, other events had been discussed with a view possibly to using the playing field.

Cllr Pickering would look at the possibility of updating the display board on the railings at the playground, with a view to making an annual charge for advertising, which could earn a considerable annual sum towards the car park project.

Councillors agreed that the clerk should add the cost of an inspection template (£30 + VAT) on to the annual inspection fee, as this had been requested by Cllr Lodge, who carries out the regular equipment checks.

18. To receive a report on the car park project:

Cllr Skipper updated the meeting on recent progress, including the evening seminar on effective grant applications, which he had attended along with Cllrs Pickering and Lodge, and the clerk. This had given a lot of information and guidance, and also a contact within Norfolk County Council to give assistance in putting together grant applications.

He and the clerk had also met with a VAT specialist, who had advised that, in his view, the council would be able to reclaim VAT on the car park project, and would send a report to that effect.

Councillors remained concerned that the lease with the Ellingham United Charities had still not been finalised, and the clerk reported that it had now emerged that the diocese solicitor might not be able to act free of charge for the charity, which had been the hope/expectation, and the cost of finalising the lease might therefore fall to the parish council. The charity's chairman was trying to establish this, and councillors suggested that N P Law might be an option for legal advice, and also asked the clerk to contact the vicar to try to clarify the situation.

19. To consider specific local issues:

- 19a. Grass cutting – councillors had reported how untidy the villages verges had become, and the Highways Engineer had advised that the rural grass cut was due to start on 16th May, and usually took four weeks to complete, and the urban (ie, village) grass cut would start on 23rd May, and also take about four weeks. Councillors asked the clerk to clarify what happened about cars parked on verges, as this often meant that areas of verges remained uncut; and also to clarify the number of cuts that should take place during the year, as last year there were only three;
- 19b. The broken hand rail at the top of the steps by the old railway bridge had been reported by Cllr Lally, and had recently been mended;
- 19c. The stump on the corner of the A143 and Wardley Hill Road - which had been left after part of a tree fell into the A143, luckily not causing an accident or injury – had also been removed.

20. To receive items for information:

There were none.

21. To receive items for the next agenda:

Picnic in the Park, emergency planning, grasscutting

22. Date of next meeting: Monday, 18th July, 7pm

There being no further business, the meeting closed at 9.28pm

Signed.....
Chairman

Dated.....