

**Minutes of the Meeting of Kirby Cane & Ellingham Parish Council on Monday, 11<sup>th</sup>  
January 2021 at 7pm via Zoom**

**Present:**

John Cook                      James Lally                      Lesley Lodge  
Julie Pickering                Michael Skipper                Iain Wright

Also the clerk to the council, Jane Love, and district councillor Brendon Bernard. One resident joined part way through the meeting.

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

Apologies had been received from D Cllr Chris Brown.

**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 Charity and John Cook also had a non-pecuniary interest in Ellingham United Charities.

**3. To approve the minutes of the meeting of 16<sup>th</sup> November 2020:**

The minutes of the Parish Council meeting on 16<sup>th</sup> November were agreed to be correct and it was agreed they could be signed by the chairman at a later date.

**4. To report matters arising from the minutes of the meeting on 16<sup>th</sup> November 2020:**

- a) The clerk had written to the Waveney Harriers following the accident in February 2020 between the Harriers' hounds and a deer, but no reply had been received;
- b) The village sign had been removed on the previous Friday, and it was expected that it should be away for about a month;
- c) The letter to MP Richard Bacon had been sent, and just after that an email had been received from a resident about a near miss, and the clerk had forwarded that to the MP's office as well. The MP's office was in the process of seeking NCC's comments and would get back to the parish council. The chairman reported that a resident had informed him that they would also be writing to the MP and would also get together a petition of residents along the road.
- d) the clerk had heard no more information about the empty property on Lockhart Road;
- e) the clerk and Cllr Skipper reported on a tree on Yarmouth Road

**5. Opportunity for public participation:**

District Councillor Brendon Bernard had sent a report, but spoke briefly on recent activity from South Norfolk Council. He emphasised that everyone should continue to obey the Covid regulations in an effort to beat the virus, and district councillors were doing their best to support businesses to get through the crisis.

Cllr Lodge enquired, on behalf of residents of the Ellingham Mill area, whether the District Council had done enough to help residents following the recent Christmas Eve flooding, and whether there would be a review of flood responses from the various agencies. The clerk also mentioned an email that had been received from a Geldeston resident as there was a feeling in that area that the Environment Agency had allowed water to flood too quickly downstream. There was a general feeling that it was an exceptional event and little warning had been possible. Cllr Skipper pointed out that the drain at the Church Road/A143 KC junction had difficulty coping with the pressure of water, and the clerk would report this to Highways, and also ensure that they were now flushed out as they would at the least be full of silt and other debris washed down the road. She would also contact the engineer for the Internal Drainage Board to ensure that the Newgate ditch was sufficiently clear in case of further heavy rain. D Cllr Bernard asked for residents to take photos of areas at issue so that the relevant authorities were fully apprised of the extent of the problem.

D Cllr Bernard was asked about the distance that people should go for exercise, and he commented that he felt that the current advice was a maximum of five miles. The general consensus was to stay as close to home as possible.

**6. To discuss correspondence:**

- 6a) a resident had enquired about ownership of a parcel of land at the junction of Mill Road and Mill Lane – councillors suggested that the resident should knock on doors nearby, or if that was not successful could ask Durrants, who were the agents when the plot was previously for sale;
- 6b) A resident had copied the clerk into an email about standing water on the road near the school, which the clerk had also reported through the NCC Highways system, and received the standard reply that the issue would be dealt with within the next six weeks;
- 6c) SNC had advised the council that calendars for bin collection would no longer be issued, and directed residents to their website, or the depot on 01508 533830 if they had any queries about collections;
- 6d) the police report had alerted residents to the possibility of opportunist thefts in the dark evenings, and asked them to be sure to lock gates and sheds;
- 6e) Cllr Lodge had discovered a bad case of fly tipping near to the A143, which appeared to be a caravan that had caught alight. She had reported this to SNC, and it had been cleared away, but although the footpath was clear, the job had not been done very well. Cllr Lodge would make contact with SNC again to ask them to finish the job;
- 6f) The parish council had received a formal complaint about mud on the road following sugarbeat lifting, which had been dealt with by a direct approach to the farmers involved, and the mud had been cleared away;
- 6g) The council had received a letter of thanks from BACT Community Transport for the donation of £100;
- 6h) There was an issue with the Ellingham village sign, and Cllr Cook offered to look attend to it;
- 6i) As had already been mentioned, a Geldeston resident had emailed about concerns about the exceptional volumes of water that had suddenly been released downstream;
- 6j) a night-time prowler in Newgate had been reported to the police, and another incident was also mentioned regarding a day-time prowler on that day;
- 6k) The clerk reported that the resident who recently celebrated their 100<sup>th</sup> birthday wanted to thank the councillors and all the residents for the cards that they sent, which were very gratefully received;

**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 the reconciliation and bank statements;

Balance b/f at 16 <sup>th</sup> November 2020		<b>£ 53,109.55</b>
<b>Credits:</b>		
South Norfolk District Council	Recycling credit	£ 250.00
Kirby Cane Post Office	Sales of history books	£ 150.00
<b>Sub-total of credits</b>		<b>£ 400.00</b>
<b>Payments agreed at last meeting:</b>		
BACT Community Transport	Grant for local transport	£100.00
<b>Payments to be agreed:</b>		
IMON Site Ltd	November + December grasscutting	£240.00
Durrants	Annual rent for allotments	£175.00
TT Jones Electrical Ltd	Footway light maintenance Jan-Mar 2021 + supply of new LED lantern to column 9004, Mill Road	£380.70
GDC Ltd	Grant to Newgate Allotment Society – Stihl strimmer	£200.00
Norfolk Pension Fund	Clerk's pension contribs Oct/Nov	£294.46

	Clerk's salary October/November	£976.39
	Cost of Zoom meeting for two months	£28.78
Jane Love	100 2 <sup>nd</sup> class stamps	£65.00
	Clerk's travel expenses	£20.70
	Clerk's use of home	£36.00
<b>Sub-total of payments</b>		<b>£ 2,517.03</b>
Balance c/f at 11 <sup>th</sup> January 2021		<b>£ 50,992.52</b> *

*\*This total includes £2500 reserve towards the cost of a future election, £7000 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 2020/21 and £23,300 for the footway lights*

The clerk pointed out that although the cashbook did balance, she was a little uncertain about the calculation of the reconciliation – depending on the councillors' decision later in the meeting, she would ask the internal auditor for advice about this.

At this point a resident joined the meeting via Zoom

**8. To consider the draft budget for 2021/2022 and decide on the precept:**

The clerk had revised the draft budget in line with councillors' discussions at the budget meeting on 14<sup>th</sup> December. She had received advice about member's expenses, and councillors agreed to keep receipts and submit expenses claims of up to £20 each year. Councillors agreed that the dog waste bin that had been discussed for installation should be done in the current financial year with an estimated cost of £200. They also agreed the purchase of another lidded bin for Ellingham sluice, to be done in the current financial year.

Councillors resolved to adopt the draft budget for 2021/22 and request a precept of £20,500.00 from South Norfolk Council for the 2021/22 financial year, which was unchanged for the third year running, given the prevailing economic conditions and the fact that the council's financial position was quite healthy. They agreed that the chairman and clerk could sign the precept request on their behalf, for submission to SNC by 15<sup>th</sup> January.

**9. To consider the appointment of an internal auditor for the 2020/21 financial year:**

The clerk had obtained a quote from Sarah Hunt, an experienced clerk who had been doing internal audits for the past three years, and she hoped that the process could be completed electronically given the current Covid situation – councillors approved her appointment for 2020/21 on that basis.

**10. To consider arrangements for the Annual Parish Meeting on 19<sup>th</sup> April 2021:**

Given the current uncertainty regarding Covid and whether physical meetings would be allowed in April, councillors were unable to make any plans for a meeting. They felt that possibly if restrictions allowed, it might be a good opportunity to have a party for the support group and village. Councillors agreed that this should be deferred until the next meeting.

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

i) highways issues – speeding on A143 and flooding had been covered earlier in the meeting.

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

Cllr Lodge reported that new signs had been put up following the change in regulations on 6<sup>th</sup> January and the guidelines specified would be implemented sensitively. The gate would also be left open as this minimised the possibility of transmission. She was

also emptying the bins regularly as the play equipment was being well-used. The moles had been very active and the clerk would contact the contractor.

**13. To receive a report from the Car Park Committee:**

Cllr Skipper had little further to report, but hoped to have a draft plan and details for submission in the next week or so.

**14. To consider any planning matters:**

Broads Authority application 2020-0441 – erection of timber framed cart lodge, Geldeston Road, Ellingham : the planning committee had visited the site and had no objections to the application. In the clerk's submission to the Broads Authority, she had also commented that their website was difficult to navigate. Cllr Skipper also pointed out that the property seemed to have two addresses as it was very close to the parish boundary.

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

The work to the tree on Yarmouth Road had already been mentioned. The clerk was asked to contact the engineer for the Internal Drainage Board regarding the Newgate ditch. Cllr Wright reported that the SAM2 would be moved to Yarmouth Road in the following week.

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

Annual Parish Meeting on Monday, 19<sup>th</sup> April, to consider acquiring sandbags for use at Ellingham Mill.

**21. Date of next meeting – Monday, 15<sup>th</sup> March 2021, 7.pm**

There being no further business, the meeting closed at 8.37pm

Signed.....  
Chairman

Dated.....