

KESSINGLAND PARISH COUNCIL



Minutes of the Kessingland Parish Council Meeting held on Wednesday 11 October 2017 at 7.00pm in the Parish Council Offices at Marram Green, Hall Road, Kessingland

Members present: Councillors L Martin (Chairman), B Burden, J Borderick, S James, B Kite, M Dunne, B Nicholls, E Smith, J Thompson and P Wernham.

Others present: Parish Clerk and 3 members of the public

1a APOLOGIES FOR ABSENCE

Apologies for absence were received from Kessingland Parish Councillor J Difford, Suffolk County Councillor M Ladd and Waveney District Councillors A Green and B Provan.

1b DECLARATIONS OF PERSONAL INTERESTS

Councillors J Borderick, B Burden, M Dunne, B Kite, L Martin and P Wernham declared a Personal Interest in Agenda Item 7 – Planning Matters, as they had reviewed the application as a member of the Kessingland Neighbourhood Plan Team. All of the Councillors declared that they were able to approach the consideration of the item with an open mind and therefore there was no reason why they could not speak or vote on the application.

1c DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

No declarations of pecuniary interests were received.

1d REQUESTS FOR DISPENSATIONS - No requests for dispensation were received.

2 MINUTES OF THE PARISH COUNCIL MEETING HELD 13 SEPTEMBER 2017

RESOLVED

That the Minutes of the Kessingland Parish Council meeting held on 13 September 2017 be approved as a correct record and signed by the Chairman.

4 PUBLIC PARTICIPATION

During this part of the meeting residents were able to put questions to the Chairman regarding local concerns and to ask questions regarding the reports submitted by the Police, Suffolk County and Waveney District Councillors.

(a) Suffolk Police - Police Community Support Officer Report

Councillors considered a report outlining the activities of the Police Community Support Officer during September 2017, including recorded crimes, partnership working, community visits and issues dealt with whilst on patrol.

(b) Waveney District Councillors Alan Green and Bruce Provan - No reports submitted.

(c) Suffolk County Councillor M Ladd - No report received.

(d) Comments from Members of the Public - No comments made.

6 CHAIRMAN'S MATTERS

(a) Kessingland Neighbourhood Plan

Waveney District Council's First Draft of a revised Local Plan in respect of the Kessingland area had been circulated prior to the meeting. Given the significant levels of housing allocated within the Kessingland Neighbourhood Plan which will support and enhance service provision in the village, it was not considered necessary to allocate further development for Kessingland in the revised Waveney Local Plan.

During the discussion on this item reference was made to a public drop-in session promoting affordable housing at The Nordalls scheduled for 31 October 2017 at Marram Green. The Chairman had been in touch with the District Council and an assurance had been given that the availability of affordable housing at The Nordalls would not impact on the level of affordable housing required in the Kessingland Neighbourhood Plan. This was particularly so given the need for affordable housing in the village which would not diminish over time.

(b) Benacre & Kessingland Flood Project

The Chairman reported that approval was given at a recent Benacre & Kessingland Flood Project Board Meeting for a series of public awareness events regarding the project and progress made to date.

7 APPOINTMENTS TO WORKING GROUPS AND AREAS OF RESPONSIBILITY

RESOLVED

1. That Councillor S James be appointed to the Leisure & Amenities Working Group.
2. That Councillor B Nicholls be appointed to the Heritage Working Group.
3. That Councillors L Martin and P Wernham be granted responsibility for Arts & Culture.

UPDATES FROM WORKING GROUPS AND PROJECT REPRESENTATIVES

(a) Leisure & Environment Working Group

Two recommendations referred to the Parish Council from the Leisure & Amenities Working Group which were agreed.

Reference was made to a Draft Agreement for allowing Burnt Hill 95 to use the Francis Road Community Playing Field for youth football, copies of which were circulated at the meeting.

RESOLVED

1. That the Chairman of the Parish Council be delegated authority to seek quotations for the provision of CCTV at Francis Road Community Playing Field, the details of which are to be reported to a future Parish Council meeting for consideration.
2. That The Chairman of the Parish Council, in consultation with the Chairman of the Leisure & Amenities Working Group, be delegated authority to accept a quote for the provision of top soil for the site of the former youth building at Francis Road Community Playing Field.
3. That the Draft Agreement for the use of Francis Road Community Playing Field by Burnt Hill 95 Football Club be given to supplied to them for their comments.

(b) Highways & Footpaths Working Group

The Chairman of the Working Group (Cllr Martin) reported that the Parish Council continued to receive complaints about highways and footpaths across the village and these were reported to Suffolk County Council (SCC). The recent road closure of the A12 with diversion along London Road had been handled very well by SCC. Confirmation was given that the broken drain cover on the High Street at the junction of Church Road (opposite the Kings Head) had been reported to SCC.

RESOLVED

1. That SCC be congratulated on the communication and effective diversion of traffic along London Road during the recent road closure of the A12.
2. That details of the broken drain cover located on the High Street at the junction of Church Road (opposite the Kings Head) be referred to Anglian Water.

(c) Beach Wardens

Councillor Stephen James gave an update in relation to issues on Kessingland beach. In the recent high tides, the lagoon had filled up to the south of the sluice. Previously a key had been requested so that the Beach Wardens could lock / unlock the flood gate on Kessingland promenade. However the Regional Emergency Plan representative had indicated that whilst he was happy for the Beach Warden to unlock the floodgate once any risk of flooding had abated, the Emergency Team would need to retain responsibility for locking the gate. A meeting had been scheduled for 18 October 2017 with the Deputy Leader of Waveney District Council to explore the possibility of the installation of boardwalks on Kessingland beach.

RESOLVED

That clarification be sought from Waveney Norse as to the location of the one life belt that had recently been installed on the beach and also where and when additional lifebelts would be put in place.

(d) Allotments

Councillor Nicholls reported that all existing allotment holders had paid up until 31 March 2018. An article was to be included within the next Parish Council newsletter advertising vacant allotment plots.

(e) Greener Growth Update

Councillor Wernham confirmed that the lease for the land at Rider Haggard Lane had been signed by Greener Growth and they were currently exploring avenues for funding, including Suffolk County Council Locality Budget funding from Councillor Ladd.

(f) Emergency Planning Update

The latest version of the Kessingland Emergency Plan had been updated and was currently awaiting comments from the Eastern Region Emergency Planning Officer on 2 specific queries.

(g) Kessingland Sports & Social Club (KSSC)

Councillor Smith reported that the KSSC had recently purchased a defibrillator. Collection pots had been made available in the Co-Operative store in Kessingland as part of fund-raising efforts for new stage lights. A new stainless steel cooker and hood had been installed. Flu jab sessions were being held in the centre.

(h) The Marshes

The Marsh Warden had circulated an update report prior to the meeting in relation to the marshes. The pathways were reported to be clear and would not need any further work until the annual winter maintenance, due to commence in December 2017. The report contained a photograph of a Migrant Hawker. The Chairman reported that he would like to include the photograph in the next edition of the newsletter and asked that the Marsh Warden to email the photograph as an attachment.

(i) Suffolk Association of Local Councils (SALC)

Councillor James reported that the Parish Council had hosted the last SALC meeting held on 14 September 2017 at which a presentation from the Benacre & Kessingland Floor Risk Project had been delivered.

8 PLANNING ISSUES

(a) Planning Applications Received and Parish Council Responses

(i) Application No: DC/17/3977/FUL – Double-storey side extension with integrated garage - 75 Church Road, Kessingland

It was reported that the overall consensus of the Kessingland Neighbourhood Planning Team was that this application should be approved.

RECOMMENDED TO WAVENEY DISTRICT COUNCIL

That Application: DC/17/3977/FUL be APPROVED.

(b) Waveney District Council Responses to Planning Applications

(i) Application: DC/17/2373/FUL – Parish Council Application for the removal of the acoustic fence around the skate park at Francis Road Community Playing Field, Kessingland. Application Refused.

The Parish Council was disappointed that the application had been refused given the significant level of anti-social behaviour and vandalism that was occurring on the playing field. The Head of Planning at Waveney District Council had been contacted given that Suffolk Police had recommended that the fence be removed. A response was awaited. It was highlighted that the installation of any CCTV system would be ineffectual if the fence remained in place. The Parish Council could lodge an appeal with the Planning Inspectorate.

RESOLVED

That, subject to receiving a satisfactory response from the Head of Planning at Waveney District Council, the Parish Council appeal against the decision of refusal to remove the acoustic fence around the skate park at Francis Road Community Playing Field.

(c) Other Planning Matters - No issues raised.

9 FINANCE MATTERS

Councillors considered a report which sought approval for the payment of invoices, and other expenditure up to 11 October 2017, gave details of income and bank account balances, reconsidered banking arrangements and sought approval for a direct debit arrangement with British Gas.

RESOLVED

1. That payment for the list of items outlined on Appendix A to these Minutes be approved in accordance with Sections 111 & 112 of the Local Government Act 1972.
2. That the income received, as outlined in Paragraph 3 of the report be noted.
3. That the current balances for Parish Council bank accounts as at 29 September 2017 be noted.
4. That the Parish Clerk progresses the transfer of the Precept Holding Account to a Nationwide Building Society 1 Year Fixed Bond Account with an interest rate of 0.75% and reports back to the Parish Council once this has been completed.
5. That the transfer of the remaining accounts held with Barclays Bank be deferred pending further investigation into alternative accounts with other banking institutions once the Nationwide Account has been opened and is operational.
6. That, in accordance with Paragraph 6.7 of the Council's Financial Regulations, retrospective approval be given for direct debit payments for the supply of electricity to the flood light at the entrance of Francis Road Community Playing Field from British Gas in order to qualify for the 7% discount.

10 DATE OF NEXT MEETING

The next Parish Council meeting was noted as being scheduled for Wednesday 8 November 2017 at 7pm in the Parish Council Offices at Marram Green.

11 EXCLUSION OF PUBLIC AND PRESS

RESOLVED

That in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining item of business due to the confidential nature of the business to be transacted, including personnel and contractual matters.

12 CONFIDENTIAL REPORT OF THE CLERK AND RESPONSIBLE FINANCE OFFICER

The Clerk and Responsible Finance Officer to the Parish Council submitted a report seeking approval for the appointment of a Part-Time Administrative Assistant on a Fixed Term Contract until 31 March 2017, confirmation of the contract for the Parish Council’s Groundsman and for proposed expenditure to be incurred at Francis Road Community Playing Field for combating anti-social behaviour.

RESOLVED

1. That, having considered the full financial and legal implications, approval be given for the Parish Council to employ a Part-Time Administrative Assistant on a Fixed Term Contract for 10 hours a week at a rate of up to £8.00 an hour from November 2017 to 31 March 2018 - the costs for which to be met from the staffing budget for 2017/18 and from the savings made on the internal grounds maintenance re-structuring.
2. That the probationary period and continuous period of service from August 2016 for the post holder identified within the report be confirmed.
3. That retrospective approval be given for the action taken by the Clerk to the Parish Council in commissioning works to be undertaken on the Francis Road Community Playing Field Toilets and Changing Rooms under Paragraph 4.5 of the Council’s Financial Regulations on grounds of health and safety and the reduction of crime and disorder – the costs to be funded from General Reserves.
4. That Financial Regulations 10.3, 11.1(c) and 11.1(h) be waived to allow the one quotation to be sought from Waveney Norse for the works to be undertaken as outlined in Paragraph (3) above to be accepted given the urgent nature of the works required and the need to further reduce incidents and costs of anti-social behaviour on the site.

The meeting ended at 8.50pm.

Chairman

Date

APPENDIX A

Schedule of Retrospective Payments Approved for August 2017 in accordance with Section 111 and Section 112 (Salaries) of the Local Government Act 1972

Payment Number	Cheque for	Net Amount £	VAT £	Gross £
117, 118, 119, 120	Salaries/ Payments	2830.74	-	2830.74
121	HMRC – Tax and NI	788.06	-	788.06
122	Suffolk County Council - Pension	634.34	-	634.34
123	DL – Reimbursement of Expenses	121.76	10.71	132.44
124	Olympic Print – PCSO Leaflets	358.00	-	358.00
125	R Smith – Delivery of PCSO leaflets	500.00	-	500.00
126	Top Office	2.71	0.54	3.25
127	British Gas – Electricity for Francis Road	31.66	1.58	33.24
128	ASL Ltd - Photocopies	561.39	112.28	673.67
129	Norton Peskett Solicitors - Gt Yarmouth	315.00	62.40	377.40
130	BNP Paribus – Photocopier Lease	261.64	52.33	313.97
131	PCB Electrical Contractors Ltd – MUGA Lights	385.00	-	385.00
132	Waveney Norse - Tree Works – Church Road	333.40	66.68	400.08
133	Waveney Norse – Bin Lifts	25.60	5.12	30.72
134	Waveney Norse – Bin Lifts	13.00	2.60	15.60
135	Hayward United Farmers – Safety Harness	35.00	7.00	42.00
136	Top Office	153.33	30.66	183.99
TOTAL		7,350.60	351.90	7,702.50