

KESSINGLAND PARISH COUNCIL



Minutes of the Kessingland Parish Council Meeting held on Wednesday 12 July 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, G Cooper, J Difford, S James, B Kite, M Dunne, B Nicholls, J Thompson and P Wernham.

Others present: Parish Clerk and 6 members of the public.

THE CHAIRMAN WELCOMED NEW COUNICLLOR, BILLY NICHOLLS, TO HIS FIRST PARISH COUNCIL MEETING.

1a APOLOGIES FOR ABSENCE

An apology for absence was received and approved from Parish Councillor E Smith. Apologies were received from 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 6 – Planning Matters, as they had reviewed the applications 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 applications.

Councillor M Dunne declared a Personal Interest in Agenda Item 6(a)(ii) – Application DC/17/2389/FUL – 12 Fisherman’s Way, as he lived next door to the property.

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 14 JUNE 2017

RESOLVED

That the Minutes of the Kessingland Parish Council meeting held on 14 June 2017 be approved as a correct record and signed by the Chairman:

3 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 June 2017, including recorded crimes, partnership working, community visits and issues dealt with whilst on patrol.

RESOLVED

That the Police Community Support Officer report for June 2017 be received.

(b) Waveney District Councillor Alan Green

In the absence of Councillor Green, a report has been circulated prior to the meeting which gave details of recent events / meetings Councillor Green had attended and activities he had undertaken.

(c) Suffolk County Councillor M Ladd

No report received.

(d) Comments from Members of the Public

No questions from the public were received.

4 CHAIRMAN'S MATTERS

(a) Kessingland Neighbourhood Plan – Guidance for Planning Pre-Application Meetings

The Chairman reported that Waveney District Council was in the process of consulting on a revised Local Plan in terms of permitted development. The Kessingland Neighbourhood Plan (KNP) had been taken into account as part of the review and there was no further development proposed for Kessingland, other than that already included with the KNP.

Nominations were sought for a working group of Councillors to undertake a baseline survey on facilities available to older people in the Kessingland, which formed part of the Non-Land Use Issues identified within the KNP.

It was reported that a response had still not been received from the letter sent to Great Yarmouth & Waveney Clinical Commissioning Group on 28 March 2017 regarding access to doctors and dentists.

RESOLVED

1. That the update on the Kessingland Neighbourhood Plan be received.
2. That Councillors J Difford and P Wernham be appointed to the Working Group for undertaking a baseline survey on facilities available to older people within Kessingland.
3. That the Clerk to chase up a response from Great Yarmouth & Waveney Clinical Commissioning Group regarding access to doctors and dentists within Kessingland.

(b) Flood Issues

The Chairman gave an update in relation to the Benacre & Kessingland Flood Project. A meeting of the Project Team has been held on 12 July 2017 at which a Draft Communications Plan had been considered. The Plan outlined how various stakeholders, partners, agencies and the public would be updated on activities. The first Board Meeting was scheduled to be held in August 2017. It was anticipated that community consultation events would be held in the autumn.

(c) Police Community Support Officer and Police Presence at Marram Green

The Chairman reported that the Clerk has attended a Lowestoft Police meeting and had enquired if the Kessingland Police Community Support Officer could be based at Marram Green and also offered the lounge area of the Compass Suite on the first floor of Marram Green as a rest facilities for Suffolk Police, as a means of increasing the Police presence at Marram Green. Both offers had been declined. The Chairman read out a letter sent to the Suffolk Police & Crime Commissioner dated 22 June 2017 outlining details of increased anti-social behaviour in Kessingland, which called for the current policy of Police Community Support Officer (PCSO) not working beyond 6pm to be reversed. The letter questioned the cost-effectiveness of funding a full time PCSO post when the service was not available when most needed, ie evenings and weekends. The Clerk was due to attend a Joint Chief Constable and Police & Crime Commissioner Street Meet in Lowestoft on Friday 4 August 2017. The current Service Level Agreement for funding the PCSO post contained a 3 month break clause. Given the level of dissatisfaction being expressed to the Parish Council, it was suggested that a further public consultation could be held to seek the views of the local community prior to setting the budget and precept for 2017/18.

(d) Appointment of a Parish Council Representative for Allotments

RESOLVED

That Councillor B Nicholls be appointed as the Councillor responsible for allotments with effect from 1st August 2017.

(e) Lowestoft Third River Crossing

The Chairman and Clerk had attending a meeting in relation to the proposed Lowestoft Third River Crossing on 30 June 2017. A briefing session for Parish Councillors and members of the Kessingland Neighbourhood Planning Team would be held on 30 August 2017 and a public consultation event would be held on Tuesday 12 September 2017 between 2.30pm – 7.30pm in the Spinnaker Room at Marram Green. Leaflets, letter drops and notices would be utilised to publicise the public's right to comment on the proposals.

5 UPDATES FROM WORKING GROUPS AND PROJECT REPRESENTATIVES

(a) Leisure & Environment Working Group

The next meeting of the Leisure & Environment Working Group was scheduled for 17 July 2017. Councillor Burden (Chairman of the Working Group) reported that Anglian Water had sterilised the Francis Road Community Playing Field where raw sewage had seeped onto the field following the burst sewer pipe on the land behind the playing field. However, the wildlife area in the far corner of the field could not be effectively sterilised and as a result, it could no longer be used by the Brownies and Guides for health and safety reasons. The Parish Council would be seeking compensation for the additional costs incurred for addressing the issue and mitigating the risks to the local community.

(b) Highways & Footpaths Working Group

Reference was made to the recent closure of the A12 following heat damage to the road surface and the subsequent diversion of all northbound traffic along London Road. Severe disruption was caused to residents along the length of London Road and there were difficulties in the traffic trying to travel along the road in both directions. A meeting of this Working Group had been scheduled to be held with Suffolk County Council representatives on 19 July 2017, to which 4 residents from London Road had been invited to attend. The purpose of the meeting was to discuss the recent diversion and to discuss measures for minimising disruption and better co-ordination of traffic flow in the event that the A12 had to be diverted again in the future.

Councillor Thompson reported that the recently acquired Speedwatch equipment was fully operational and the Speedwatch Team had been out monitoring traffic speeds on several occasions. The initiative needed more volunteers in order to give greater flexibility and an article had been published in the Journal the previous week.

(c) Beach Wardens

Councillor S James gave an update in relation to the recent theft of tern eggs off Kessingland beach which had been reported in the media. The beach had its own unique eco-system and a variety of wildlife as well as birds. A tug had sunk 3-4 miles off the East Anglian coast and empty chemical drums had been washed up along the coast. It was good to see so many residents and visitors enjoying the beach.

(d) Allotments

Councillor Wernham reported that she was getting records up to date before handing over the allotment files to Councillor Nicholls who would be taking on management of allotments from 1st August 2017.

(e) Greener Growth Update

An update report had been circulated prior to the meeting by the Director of Green Growth in relation to the project to redevelop the play area on Rider Haggard Lane into a community garden. Details were given of progress made and grant applications submitted. Concern was expressed in the long delay in delivered the project.

RESOLVED

That the concerns of Kessingland Parish Council regarding the lack of progress for generating a community garden at Rider Haggard Lane be conveyed to Greener Growth and if no progress was made by the end of October 2017, then alternative options for developing the site be considered.

(f) Emergency Planning Update

In the absence of Councillor Smith, the Chairman reported that the current version of the Kessingland Emergency Plan was being reviewed. Letters had been sent out to individuals named within the Plan to seek their continued consent for their contact details to be made available.

(g) Kessingland Sports & Social Club – No report available.

(h) The Marshes

The Marsh Warden had circulated an update report prior to the meeting. There had been no incidents and the western end of the marshes remained closed. The main paths were all easily passable. The bird ringers had resumed their activities and cleared their own net lanes. There were many birds, butterflies, dragonflies and other insects on site.

(i) Kessingland Arts Project

Councillor Cooper reported that the photographs and quotes hung on the railing on Kessingland Beach had been very well received but had now been removed and returned to Jan Gordon, the photographer. The next project would be the 2017 Kessingland Bunting Knitathon, which would see knitted bunting hung on the beach railings from 18 August 2017.

(j) Suffolk Association of Local Councils (SALC) – Feedback from Meeting on 28 June 2017

Councillor James gave an update in relation to issues discussed at the SALC meeting. The meeting was hosted by the newly established Lowestoft Town Council and attended by representatives of the new Oulton Broad Town Council. A presentation was received regarding the voting patterns of young people and their democratic engagement. Issues raised in relation to Kessingland included concerns regarding the Suffolk Police policy for restricted working hours for the Police Community Support Officer and the flying of drones.

6 PLANNING ISSUES

(a) Planning Applications Received and Parish Council Responses

(i) Application No: DC/17/2410/FUL - Conversion of a dwelling – Sea Melody, Bethal Drive

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

RECOMMENDED TO WAVENEY DISTRICT COUNCIL

That Application No: DC/17/2410/FUL be REFUSED on the following grounds:

This is for a new build on the same site as “Sea Melody and is for a substantial 2 storey development of 4 bedrooms, on what appears to a larger footprint than “ Sea Melody”.

The relevant policies under the Neighbourhood Plan are:-

1. Policy H2 – Residential Infill and Backland Development

2. Policy TM1 – Parking Standards for new Residential Properties.

3. Paragraph 53 of the National Planning Policy Framework states:-

“Local Planning Authorities should consider the case for setting out plans to resist inappropriate development of residential gardens, for example where development would cause harm to the local area”

Policy H2 states :-

Within the physical limits boundary of Kessingland, planning permission for residential development proposals on infill and backland sites will be permitted subject to the following criteria:

1. Proposals should reflect the character of the surrounding area and protect the amenity of neighbours. It should reinforce the uniformity of the street by reflecting the scale, mass, height and form of its neighbours.
- Proposals that would lead to over-development of a site or the appearance of cramming will be resisted. It should be demonstrated that development is of a similar density to properties in the immediate surrounding area. The particular issues that must be considered in demonstrating that an infill or backland scheme is acceptable are as follows:
 - Plot width – plots must be of sufficient width to allow building(s) to be sited with adequate separation between dwellings. The width of the remaining and the new plot should be similar to that prevailing in the immediate area.
 - Building line – where the prevailing depth of existing dwellings is a feature of the area new development should respect that building line.
 - Visual separation – new dwellings must have similar spacing between buildings to that commonly found on the street frontage. Where houses are terraced the new development should normally adjoin the adjacent property(s).
 - Building height – new buildings should reflect the height of existing buildings. Where existing buildings are of a uniform height, new buildings should respect that height.
 - Daylight and sunlight – new buildings should not adversely affect neighbouring properties by seriously reducing the amount of daylight available through windows or by obstructing the path of direct sunlight to a once sunny garden or window. Blocking direct sunlight from reaching neighbouring properties can cause overshadowing and is not acceptable.
 - Neighbour amenity – sufficient private amenity space should be provided for the existing dwelling and proposed residential development.
 - Parking and access arrangements – satisfactory arrangements will be required for parking and access and must address the requirements of Policy TM1. Parking areas to the front of the property using the front garden will only be acceptable in the following circumstances: - this is the prevailing pattern of parking in the locality; or - in design terms, it is not possible to address the requirements of Policy TM1.
 - Boundary treatment – boundary treatment along the frontage should reflect that prevailing in the area. Proposals for open frontages or the use of the frontage for parking will not be acceptable in areas where enclosed front boundaries prevail. This policy also applies to applications for two or more properties on a site previously occupied by a single property.

Policy TM1 states :-

For all new residential developments, the following minimum standards shall apply for the provision of off-road parking: -

1-bed house/flat	--	1 off-road car parking space
2-bed house/flat	--	2 off-road car parking spaces
3-bed house/flat	--	2 off-road car parking spaces
4-bed house/flat	--	3 off-road car parking spaces
5+ bed house/flat	--	4 off-road car parking spaces

The use of open parking spaces and car ports will be encouraged instead of garages. -
0.25 unallocated visitor parking spaces per dwelling Visitor/unattended parking can, subject to appropriate design, be located on the street.

For this property, being a four bedroom property there should be at least 3 off road parking spaces, the provision is for one car only.

In conclusion, Sea Melody on its own on this site has been granted permission for a 5 bedroom property, the addition of this property which is an infill development, is an overdevelopment of the site, it does not meet the criteria set out in Policies H2 and TM1 nor Paragraph 53 of the National Planning Policy Framework. In addition, there is likely to be a significant adverse impact on the nearest property and there will be an inadequate turning circle. The application should therefore be REFUSED.

(ii) Application: DC/17/2389/FUL – Construction of a side extension – 12 Fisherman’s Way, Kessingland

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

Councillor M Dunne abstained from voting on this application.

RECOMMENDED TO WAVENEY DISTRICT COUNCIL

That Application DC/17/2389/FUL be APPROVED.

(iii) Application: DC/17/2610/TPO – Porch - 67 Field Lane, 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/17/2610/FUL be APPROVED.

(b) Waveney District Council Responses to Planning Applications

(i) Application No: DC/17/1980/ADI– Illuminated Signs at Co-Operative Food Store on Field Lane. Application Approved.

(ii) Application No: DC/17/2304/TPO –Reduce black poplar tree by 40% - The Hollies Camping & Leisure Resort. Application Approved.

RESOLVED

That the update on planning matters determined by Waveney District Council be received.

(c) Other Planning Matters

(i) Waveney District Council – Online Access to Planning Applications

It was reported that correspondence had been received from Waveney District Council regarding proposals to cease the provision of paper copies of planning applications.

RESOLVED

That the Clerk writes to Waveney District Council (WDC) to request that paper copies of planning applications continue to be supplied to the Parish Council for the following reasons:

- The public need to be able to come into the Parish Council Office to view applications.
- There are resource implications for the Parish Council in having to check the WDC website, searching and running off documentation, as well as paper and printing costs.
- The Parish Council is not able to print larger than A3 and so any larger plans would not be accessible to view by neither Councillors nor the public. You cannot effectively view some of the larger plan on a computer screen.
- Not everyone has a computer.
- The system generally needs to be made much more user friendly and easier to use.

7 APPOINTMENT OF AN ADDITIONAL COUNCILLOR ONTO THE LEISURE & AMENITIES WORKING GROUP

RESOLVED

That Councillor B Nicholls be appointed to the Leisure & Amenities Working Group for the remainder of the 2017/18 municipal year.

8 STANDING ORDERS

Councillors considered the adoption of revised Standing Orders following a suggested change highlighted in the Internal Audit process for the 2016/17 Accounts to update the legislation referred to within the document with regard to the 'Public Contracts Regulations 2015'.

RESOLVED

That the revised Standing Orders be approved and adopted.

9 FINANCIAL REGULATIONS

Councillors considered the adoption of revised Financial Regulations following a suggested change highlighted in the Internal Audit process for the 2016/17 Accounts to update the legislation referred to within the document with regard to the 'Public Contracts Regulations 2015'.

RESOLVED

That the revised Financial Regulations be approved and adopted.

10. FINANCE MATTERS

(a) Annual Risk Assessment for the Period 1st July 2017 – 31 March 2018

Approval was sought for an Annual Risk Assessment for the remainder of the 2017/18 following an Internal Audit Recommendation from the 2016/17 Accounts.

RESOLVED

That the Annual Risk Assessment for the period 1st July – 31 March 2018 be approved.

(b) Statement of Internal Control

Approval was sought for a Statement of Internal Control for the remainder of the 2017/18 following an Internal Audit Recommendation from the 2016/17 Accounts.

RESOLVED

That the Statement of Internal Control for the period 1st July – 31 March 2018 be approved.

(c) Asset Register

Consideration was given to the Asset Register which had been reviewed and updated for 2017/18. The Asset Register would be used as part of the insurance renewal process. It was reported that once assets were disposed of they could be deleted from the Asset Register immediately but it was useful to have an audit trail of what assets were disposed of and when. It was therefore suggested that any assets disposed of should be listed separately at the end of the document but that a 7 year deadline should apply, in that any asset disposed of over 7 years ago could be deleted off the Register.

RESOLVED

1. That the updated Asset Register for 2017/18 be approved.
2. That for future use, the disposal of assets be listed at the end of the Asset Register and that once an asset had been recorded as having been disposed of over 7 years, it be deleted from the Register.

(d) Finance Report

Councillors considered a report which sought approval for the payment of invoices, and other expenditure up to 12 July 2012, gave details of income and bank account balances, reconsidered banking arrangements for the Precept Holding Account and considered budget virements for 2017/18.

It was reported at the meeting that an annual Standing Order was in operation whereby £200 was automatically transferred each year from the main Current Account into the Heritage Account. Consideration was given as to whether this Standing Order should remain in place and whether the £200 transferred in April 2017 should be transferred back to the Current Account, or not.

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 2.2 of the report be noted.
3. That the current balances for Parish Council bank accounts be noted.
4. That consideration of the previous decision of the Parish Council for the transfer of funds retained in the Precept Holding Account to the Santander Bank be deferred until the next Parish Council meeting on 13 September 2017.
5. That the budget virements recommended by the Finance Working Group at its meeting held on 31 May 2017 and as outlined on Appendix B to the report be approved to provide a revised budget for 2017/18.
6. That the Standing Order from the Current Account to the Heritage Account for the transfer of £200 in April of each year be cancelled but that the sum already transferred in April 2017 remain in the Heritage Account.

11 CALENDAR OF MEETINGS FOR 2018

RESOLVED

That the Calendar of Meetings for 2018, as circulated prior to the meeting, be approved.

12 DATE OF NEXT MEETING

RESOLVED

The next Parish Council meeting was noted as being scheduled for Wednesday 13 September 2017 at 7pm in the Parish Council Offices at Marram Green.

The meeting ended at 9.00pm.

Chairman

Date

APPENDIX A

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

Payment Number	Cheque for	Net Amount £	VAT £	Gross £
55,56,57,58,59&60	Salaries/ Payments	4,023.01	-	4,023.01
61	HMRC – Tax and NI	692.20	-	692.20
62	LS – Reimbursement of Expenses (June 2017)	35.04	4.58	39.62
63	SC – Reimburse of Expenses (June 2017)	13.17	2.15	15.32
64	DL – Reimbursement of Expenses (June 2017)	150.80	22.95	173.75
65	Local Council Public Advisory Service	100.00	-	100
66	SALC – Internal Audit	310.00	62.00	382.00
67	Suffolk Police & Crime Commissioner	15,856.00		15,856.00
68	Speedar Ltd (Sppedgun)	1008.50	201.70	1210.20
69	Bill Bulstrode Ltd –(Flags)	11.65	2.33	13.98
70	NWG Business (Water Allotments Church Road)	17.16	-	17.16
71	British Gas	31.01	1.55	32.56
72	Kessingland Sports & Social Club	38.81	-	38.81
73	Vertas – April 2017	59.59	11.92	71.51
74	Vertas – May 2017	59.59	11.92	71.51
75	Haywards United Farmers	232.97	46.59	279.56
76	Everything Office	160.78	32.16	192.94
77	Everything Office	56.76	11.35	68.11
78	SALC- Clerk Introductory Course	50.00	10.00	60.00
79	BNP Paribus Leasing (Photocopier)	301.64	60.33	361.97
80	ASL Ltd (Photocopies)	541.69	108.34	650.03
81	Waveney Norse	13.00	2.60	15.60
82	Waveney Norse	12.80	2.56	15.36
TOTAL		23,776.17	595.06	24,371.23

Retrospective Approvals for Payments

Payment	Detail	Amount £
Cheque No: 103363	Annual Payment to St Edmunds Church (Section 137 Payment)	500.00
Cheque No: 103363	Chairman's Allowance for 2017/18	400.00
Standing Order	Transfer of £200 from Current Account to Heritage Account	200.00
TOTAL		1.110.00