

KESSINGLAND PARISH COUNCIL



Minutes of the Kessingland Parish Council Meeting held on Wednesday 13 September 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, J Difford, S James, B Kite, M Dunne, B Nicholls, E Smith, J Thompson and P Wernham.

Others present: Emma Ratzer – Chief Executive, Access Community Trust
Parish Clerk and 3 members of the public

1a APOLOGIES FOR ABSENCE

Apologies for absence 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 7 – 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.

1c DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

No declarations of pecuniary interests were received.

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

1e RESIGNATION OF A COUNCILLOR

RESOLVED

That the resignation of Councillor G Cooper be accepted and the Clerk informs Waveney District Council of the resultant vacancy on the Parish Council.

2 MINUTES OF THE PARISH COUNCIL MEETING HELD 12 JULY 2017

RESOLVED

That, subject to an amendment on page 6 under the Resolution for Minute 6(c) to read that 'Not everyone has a computer', the Minutes of the Kessingland Parish Council meeting held on 12 July 2017 be approved as a correct record and signed by the Chairman.

3 MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD 26 JULY 2017

RESOLVED

That the Minutes of the Extraordinary Kessingland Parish Council meeting held on 26 July 2017 be approved as a correct record and signed by the Chairman.

THE ORDER OF BUSINESS WAS CHANGED TO ENABLE THE PRESENTATION BY ACCESS COMMUNITY TRUST TO BE CONSIDERED NEXT.

4 PRESENTATION – ACCESS COMMUNITY TRUST – OPENING OF THE MARRAM GREEN CAFE

Emma Ratzer, Chief Executive of the Access Community Trust delivered a presentation regarding the proposed opening of the Marram Green Cafe which would be operated on a the basis of a social enterprise business. It was intended the cafe would be a community hub, serving both Marram Green residents and the community. Research was currently being undertaken as to what services the local community wanted. The ultimate aim was to provide meals 7 days a week although the opening hours for summer and winter would be different. The provision of meals on wheels within the village would be explored once the cafe was up and running. The focus of the project would be to address isolation and loneliness of Adults & Older People within Kessingland. In addition, it was planned to develop additional services such as volunteering experiences, an allotments project (the food from which will be utilised in the cafe), mental health support and assistance for helping people get back into work.

The Chairman thanked Emma Ratzer for attending the meeting and expressed the support of the Parish Council for the re-opening of the cafe at Marram Green.

5 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 July and August 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

A member of the public expressed concern regarding the state of the pavements within Kessingland and was informed that Suffolk County Council was planning on undertaking a review of all the pavements in Kessingland.

6 CHAIRMAN'S MATTERS

(a) Kessingland Neighbourhood Plan

The Chairman reported that there had been some delay in instigating a meeting with the 2 landowners of the sites earmarked for development within the Kessingland Neighbourhood Plan but once this meeting had been held, it was envisaged that a public meeting would be scheduled regarding the proposed developments.

(b) Benacre & Kessingland Flood Project

The Chairman reported that a lot of work was being undertaken behind the scenes. Park Resorts, Africa Alive and Benacre Estates were discussing a privately funded short-term solution for protecting their land assets. The governance structure for the project was explained. The Parish Council has been contacted by Natural England regarding a realignment to the coastal footpath from Aldeburgh to Hopton and had been referred to the Benacre Project Officer in terms of the projected coastal erosion along Kessingland seafront.

(c) Meeting with Solicitors

The Chairman reported that a meeting had been scheduled with solicitors on 20 September 2017 to discuss the Compass Suite lease and also an agreement with the Burnt Hill Football Club.

7 UPDATES FROM WORKING GROUPS AND PROJECT REPRESENTATIVES

(a) Leisure & Environment Working Group

Councillor B Burden (Chairman of the Working Group) gave an update in relation to activities being overseen by the Working Group. Councillor Kite reported that the first match of the Under 12s Burnt Hill & Kessingland Youth Football Club had been played the previous Sunday. A young person from Kessingland had already been signed up to the team and other local children were interested in joining the Club. The former Juggernauts Football Club (adult team) had donated goal posts and other equipment to the Parish Council, which could be used by the youth football team. The demolition of the former youth building on Francis Road Community Playing Field was scheduled to take place on 18 September 2017.

RESOLVED

1. That the Minutes of the Leisure & Amenities Working Group meeting held on 17 July 2017 be received.
2. That the Minutes of the Kessingland Parish Council and Waveney Norse Walkabout meeting held on 19 July 2017 be received.

(b) Highways & Footpaths Working Group

Councillor Thompson reported that some of the volunteers for the Speedwatch Project had experienced verbal abuse from the public and this had been reported to the Police.

RESOLVED

That the Minutes of the Highways & Footpaths Working Group meeting held on 17 June 2017 be received.

(c) Beach Wardens

Councillor S James reported that the gentleman who was sleeping in a tent on Kessingland beach has moved on and the site had been left in a clean and tidy condition. Over the August 2017 bank holiday, problems had been experienced with regard to inadequate general waste bins. The dog bins were also overflowing. Some of the bins had very small opening which made it difficult to dispose of rubbish. Previously a number of wheelie bins had been attached to posts but had been removed.

RESOLVED

That Waveney Norse and the Environment Agency be contacted to request that the provision of general waste and dog bins on Kessingland seafront be reviewed and that the wheelie bins on Kessingland beach be reinstated, one in the vicinity of Roy Brown Gardens and the other on the Park Resorts frontage.

(d) Allotments

Councillor Nicholls had taken over overall responsibility of allotments with effect from 1st August 2017. Councillor Nicholls was reviewing allotments documentation and would be referring issues to the Leisure & Amenities Working Group for consideration. A notice has been put up on the Church Road allotments advertising vacancies.

(e) Greener Growth Update

Councillor Wernham reported that a meeting would be taking place with Greener Growth on 25 September 2017 regarding the proposal to turn the former play area at Rider Haggard Lane into a community garden. Greener Growth had applied to Suffolk County Councillor Ladd for Locality Budget funding. A deadline of October 2017 had been given to Greener Growth for firming up and instigating the project, otherwise the provision of the land would be reviewed and alternative options for developing the site would be considered.

(f) Emergency Planning Update

The latest version of the Kessingland Emergency Plan had been updated and would be re-circulated to appropriate parties within the coming months.

(g) Kessingland Sports & Social Club

Positive working relationships were being developed between the Parish Council and the Kessingland Sports & Social Club (KSSC) and the Clerk had recently met with the Chairman and the Secretary of the Club to update them on current issues.

(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. On 9 September 2017, a Wryneck (small sparrow sized woodpecker) was found in the area just north of the sluice on Kessingland beach and the site became very popular within the bird watching fraternity from Suffolk and further afield. Such sightings were very rare.

(i) Kessingland Arts Project

It was reported that the 2017 Kessingland Bunting Knitathon involving knitted bunting hung on the beach railings from 18 August 2017 had been very successful and had brightened up the seafront for the benefit of residents and visitors alike.

8 PLANNING ISSUES

(a) Planning Applications Received and Parish Council Responses

(i) Application No: DC/17/3537/FUL - Conversion of a dwelling – Erection of ropes course attraction with ancillary support buildings – Africa Alive

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/17/3537/FUL be APPROVED.

(b) Waveney District Council Responses to Planning Applications

(i) Application: DC/17/2398/FUL – Construction of a side extension – 12 Fisherman’s Way, Kessingland. Application Approved.

(ii) Application: DC/17/2610/TPO – Porch - 67 Field Lane, Kessingland. Application Approved.

(iii) Application: DC/17/2899/FUL – Extension to rear elevation – 59 Catchpole Close. Application Approved.

(iv) Application DC/17/2992/FUL – Repair access to driveway and install another exit – The Lilacs, 118 Church Road, Kessingland. Application Refused.

(v) Application: DC/17/2410/FUL - Sea Melody, Kessingland

The Chairman reported that he had attended the Waveney District Council Development Control meeting on 12 September 2017 in relation to the ‘Sea Melody’ planning application. The Parish Council had recommended that the application be refused on grounds of over-development but the District Council had approved the application.

(c) Other Planning Matters

Waveney District Council – Consultation on Revised Local Plan

The Chairman reported that the Kessingland Neighbourhood Plan had been incorporated within the revised draft Waveney District Council Local Plan.

RESOLVED

That Waveney District Council be informed that Kessingland Parish Council had formally reviewed the first Consultative Draft of the Waveney Local Plan, noted that the elements of the Kessingland Neighbourhood Plan for 2016-2030 had been incorporated into the Waveney Local Plan and so given this, had no further comments to make on the Draft Document.

9 POLICE COMMUNITY SUPPORT OFFICER POST

Councillors considered a report regarding the future funding of the Police Community Support Officer (PCSO) post for Kessingland ahead of setting the budget and precept for 2018/19 which sought approval for arrangements for community consultation on this issue.

During 2016, a consultation had been undertaken seeking the views of the local community as to whether they wished to see increased costs in the precept for retaining a PCSO post for Kessingland, or not. A majority of votes cast were in favour of funding a full time PCSO post for 2017/18 and so the Parish Council entered into a Service Level Agreement with Suffolk Constabulary at a cost of £31,712 per annum. Since that time, the level of anti-social behaviour across the village has increased and there has been significant dissatisfaction regarding the restricted hours of the PCSO post (a policy decision of Suffolk Constabulary) which meant there was no evening cover after 6pm on a weekday and only 1 weekend in 3 between 8am – 4pm. The majority of anti-social behaviour had occurred in the evening or at weekends and it was being questioned whether the continued funding of the PCSO post would provide value for money, or not, in that the needs of the local community were not being met as the PCSO post did not work the hours when the majority of anti-social behaviour occurred.

A timeline detailing the sequence of events in relation to the full time funding of the PCSO post for 2017/18 was attached as Appendix A. In addition, a draft letter to be utilised as part of the proposed further village consultation was attached as Appendix B, including a proposed voting slip.

It was suggested that the Draft Letter should be amended in the first paragraph to include the words – ‘for the sum of £31,712’. It was also suggested that the following wording should be included under the heading on the voting slip – ‘The current working hours of the PCSO post are 8am-6pm Mondays to Fridays and 8am-4pm one weekend in three’.

RESOLVED

1. That the arrangements for an informal village referendum on the future funding of the Police Community Support Officer post for 2018/19, as outlined in Paragraph 3 of the report, be approved.
2. That subject to the amendments highlighted above, the covering letter, voting slip and envelope to be used as part of the informal village referendum, as outlined in Appendix B attached to the report, be approved.
3. That approval be given for expenditure of £500 to be incurred for the hand delivery of the letter and voting slip, to be funded from General Reserves and that Financial Regulation 10.3 be waived to allow the commissioning of the work without seeking 3 quotations, given the limited availability of distributors in the area and the need to have the letters delivered in a short time scale.
4. That expenditure of £358.00 for the printing of the informal referendum documentation, to be funded from General Reserves, be approved and that Financial Regulation 10.3 be waived to allow the commissioning of the work without seeking 3 quotations.
5. That a representative from St Edmunds Church and Brian Barham from the Kessingland Sports & Social Club be invited to oversee the counting of the votes on the future funding of the PCSO post.
6. That approval be given for Suffolk County Councillor Michael Ladd to oversee the impartiality of the vote counting process.

10 HIGHWAYS ISSUES

(i) A12 Road Closures Between London Road and Whites Lane – 2 October 2017

It was reported that road repairs would be carried out along the A12 at Kessingland between the London Road and Whites Lane roundabouts for 5 nights commencing on 2 October 2017. The A12 would be closed to through traffic between 7pm and 5am each night.

(ii) Church Road - Road Closure

It was reported that Church Road would be closed from 21 October to 29 October 2017 (24 hours) to enable works to be undertaken outside 101 Church Road. The diversionary route would be along Field Lane to Wash Lane and vice versa. Given the anticipated level of disruption, the Clerk had notified the Doctors' Surgery, the School and St Edmunds Church so that they were aware of the road closure and could notify their clients accordingly.

11 LAKE LOTHING THIRD RIVER CROSSING – FORMAL PARISH COUNCIL RESPONSE

Councillors had received an informal briefing on the proposed Lake Lothing Third River Crossing and a public consultation event was held on Tuesday 12 September 2017 in the Spinnaker Room at Marram Green.

RESOLVED

That Suffolk County Council be informed that the Parish Council broadly welcome the Lake Lothing Third River Crossing but suggest that the 2 roundabouts are reduced to one so that the direction of travel on Tom Crisp Way leads direct to the roundabout that will lead onto the new bridge (and not travelling to the roundabout at the rear of Asda).

12 FINANCE MATTERS

(a) Accounts for 2016/17 – BDO Notice of Conclusion of Audit

In accordance with the Accounts & Audit Regulations 2015, Councillors received the BDO Notice of Conclusion of Audit for 2016/17, along with Sections 1-3 of the Annual Return. It was noted that there were no action points raised by the External Auditors.

RESOLVED

That Sections 1-3 of the Annual Return, along with the BDO Notice of Conclusion of Audit for 2016/17 be received and that it be noted that no action points were raised as part of the External Auditing process.

(b) Finance Report

Councillors considered a report which sought approval for the payment of invoices, and other expenditure up to 13 September 2017, gave details of income and bank account balances, reconsidered banking arrangements and sought approval for additional expenditure.

RESOLVED

1. That retrospective approval be given for payment for the list of items outlined on Appendix A to these Minutes in accordance with Sections 111 & 112 of the Local Government Act 1972.
2. That payment for the list of items outlined on Appendix B to these Minutes be approved in accordance with Sections 111 & 112 of the Local Government Act 1972.
3. That the income received, as outlined in Paragraph 3 of the report be noted.
4. That the current balances for Parish Council bank accounts as at 30 August 2017 be noted.
5. That, subject to confirmation that cash and cheques can be paid in via the local post office, approval be given for the main current account to be transferred to a Co-Operative Bank Direct Plus Account as soon as practicable on the terms outlined in Paragraph 5.3 of the report.
6. That approval be given for the Events Account to be transferred to a Co-Operative Bank Instant Access Account paying interest of 0.03% as soon as practicable.
7. That approval be given for the Precept Holding Account to be transferred to a Nationwide Building Society One Year Fixed Bond Account with an interest rate of 0.75% as soon as practicable.

8. That the transfer of accounts from the remaining Barclays Bank accounts be reviewed once the changes to the Current Account, Events Account and Precept Holding Account have been implemented and are operational.
9. That retrospective approval be given for expenditure incurred for the submission of a Variation of Planning Consent for the removal of the acoustic fence at Francis Road Community Playing Field for the sum of £195.00, to be funded from General Reserves.
10. That retrospective approval be given for expenditure incurred for the urgent tree works required on the Church Road Play Area for the sum of £400.08 (including VAT) in accordance with Paragraph 4.5 of the Council's Financial Regulations, to be funded from General Reserves.
11. That approval be given for the replacement of ONE Glasdon Jubilee Bin at the Church Road Play Area at a cost of £480.57 (including VAT), to be funded from the Bins / Signs Budget for 2017/18.
12. That a letter be sent to the Sweet Retreat, Chip Shop, Kebab Shop and McDonalds seeking a financial contribution toward the cost of the new bin at the Church Road Play Area.

13 DATE OF NEXT MEETING

The next Parish Council meeting was noted as being scheduled for Wednesday 11 October 2017 at 7pm in the Parish Council Offices at Marram Green.

14 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.

15 CONFIDENTIAL REPORT OF THE CLERK AND RESPONSIBLE FINANCE OFFICER

The Clerk and Responsible Finance Officer to the Parish Council submitted a report for Councillors seeking retrospective approval for expenditure up to 13 September 2017 and to enter into a new contract with British Telecom and British Gas and to consider employment related matters.

RESOLVED

1. That the decision made by the Chairman of the Council and the Chairman of the Leisure & Amenities Working Group to accept the quotation from Waveney Norse for the demolition of the former youth building on Francis Road Community Playing Field in the sum of £5,788.80 (including VAT), to be funded from General Reserves, be endorsed.
2. That retrospective approval be given for the acceptance of the quotation from PCB Electrical Contractors for disconnection of the electrics to the former youth building on Francis Road Community Playing Field for the sum of £65.00, to be funded from General Reserves.
3. That retrospective approval be given for the acceptance of the quotation from Boggis Electrical for electrical works to the changing rooms and garage at a cost of £889.49 (including VAT) to be funded from General Reserves.
4. That retrospective approval be given for the acceptance of the quotation from Boggis Electrical for testing the lights on the MUGA on Francis Road Community Playing Field for the sum of £839.20.
5. That the Chairman of the Council in consultation with the Chairman of the Leisure & Amenities Working Group be delegated authority to negotiate a cost for Waveney Norse taking down the acoustic fencing around the skate park on Francis Road Community Playing Field (assuming that Planning Consent is granted to remove the fence) and taking possession of the fence in exchange for a reduction in the cost of the demolition of the former youth building.

6. That the quote received from Waveney Norse for the plastering works to the Changing Rooms at Francis Road Community Playing Field in the sum of £1,166.40 be accepted, to be funded from General Reserves.
7. That the quote received from PCB Electrical to test the actual lights on the MUGA on Francis Road Community Playing Field in the sum of £360.00 be accepted.
8. That retrospective approval be given for the acceptance of the quotation received from Boggis Electrical for the installation of lights in the toilets at Francis Road Community Playing Field at a cost of £1,500.00 (including VAT), to be funded from General Reserves.
9. That approval be given for the Clerk to enter into a 2 year contract with British Telecom for BT Infinity for phone, broadband and anytime calls on the terms outlined in Option 2 of Paragraph 3 of the report with immediate effect.
10. That the Clerk be authorised to enter into a new contract with British Gas for the supply of electricity to the flood light at the entrance of the Francis Road Community Playing Field on the best terms available from them and reports back to the next meeting, to be funded from the Francis Road Community Playing Field budget.
11. That, having considered the salary and pension implications, the contract hours for the Clerk & Responsible Finance Officer be increased from 32 hours per week to 37 hours a week from 1st September 2017 but that a further review of the Clerk's hours be undertaken in January 2018, to be funded from the existing salary budget for 2017/18.
12. That the arrangement for the Clerk to undertake additional hours as Secretary for the Benacre & Kessingland Flood Group and for the Parish Council to cover the cost of any additional hours worked, as a in-kind contribution from the Parish Council, be approved, to be funded from the existing salary budget for 2017/18.

NOTE: During the discussion on this item, the Parish Clerk left the meeting whilst Councillors considered aspects of her conditions of employment. The Clerk returned to the meeting once the discussion had been held and a vote taken in issues relating to her employment.

The meeting ended at 9.35pm.

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 £
85, 86, 87 & 88	Salaries/ Payments	2,855.25	-	2,855.25
89	HMRC – Tax and NI	655.80	-	655.80
90	DP – Reimbursement of Expenses	13.05	-	13.05
91	DL – Reimbursement of Expenses	350.70	32.54	383.24
92	Suffolk Association of Local Councils	50.00	10.00	60.00
93	Local Council Public Advisory Service	60.00	-	60.00
94	Everything Office	13.25	2.65	15.90
95	Everything Office	171.82	36.36	206.18
TOTAL		4,169.87	79.55	4,249.42

APPENDIX B

Schedule of Payments Approved up to 13 September 2017 in accordance with Section 111 and Section 112 (Salaries) of the Local Government Act 1972

Payment Number	Cheque for	Net Amount £	VAT £	Gross £
96,97,98 & 99	Salaries/ Payments	2951.72	-	2951.72
100	HMRC – Tax and NI	48.14	-	48.14
101	DP – Reimburse of Expenses	14.85	-	14.85
102	DL – Reimburse of Expenses	153.01	3.45	146.46
103	BDO – External Audit Fee	400.00	80.00	480.00
104	ASL – Photocopier staples	78.00	15.60	93.60
105	British Telecom	478.02	95.60	573.62
106	Boggis Electrical – Changing Rooms	741.23	148.25	889.48
107	Boggis Electrical – MUGA Electrics	699.33	139.87	839.20
108	Boggis Electrical – Lights in Toilets	1250.00	250.00	1500.00
109	Hayward United Farmers – Strimmer Cord	32.08	6.42	38.50
110	Hayward United Farmers – Mower Tyre	55.50	11.10	66.60
111	PCB Electrical – Remove Meter	50.00	-	50.00
112	PCB Electrical – Disconnect Electrics from Youth Building	65.00	-	65.00
113	Waveney Norse – Bin Lift	25.60	5.12	30.72
114	Waveney Norse – Francis Road – Grass Cutting Contract	210.48	42.10	252.58
115	Suffolk County Council – Pension	536.42	-	536.42
116	Top Office	79.76	15.95	95.71
TOTAL		7969.14	813.46	8682.60