

KESSINGLAND PARISH COUNCIL



Minutes of the Kessingland Parish Council Annual Meeting held on Wednesday 14 June 2017 at 7.00pm 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, E Smith, J Thompson and P Wernham.

Others present: Waveney District Councillor A Green, Parish Clerk and 1 members of the public.

1a APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Suffolk County Councillor M Ladd and Waveney District Councillor 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 Items 6(i) to 6(iv)– Planning Applications, as they had reviewed these applications as a member of the Kessingland Neighbourhood Plan Team. All of the Councillors declared that they were able to approach the consideration of this 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 PECUNUARY INTERESTS – None Received.

1d REQUESTS FOR DISPENSATIONS – None Received.

2 MINUTES OF THE PARISH COUNCIL MEETING HELD 10 MAY 2017

RESOLVED

That, subject to an amendment to Minute 13(h) to signify that the Marshes Annual Report was submitted by David Borderick, Marsh Warden, the Minutes of the meeting held on 10 May 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 and Police Community Support Officer Reports

Councillors considered the Suffolk Police Report detailing crime statistics and also a report outlining the activities of the Police Community Support Officer for May 2017, including community visits and issues dealt with whilst on patrol. In addition, Police surgery dates to be held in Kessingland library were circulated.

RESOLVED

That the Suffolk Police and Police Community Support Officer reports for April 2017 be received.

(b) Waveney District Councillor Alan Green

Councillor A Green reported that there was not much to report as there had been no meetings in the pre-election period prior to the Parliamentary elections in June 2017. Councillor Green has been elected onto Lowestoft Town Council. Reference was made to an issue that had occurred in Lloyds Avenue involving a report to DVLC. Details would be sent to the Clerk for information.

(d) Comments from Members of the Public

A resident sought clarification as to how much faith the Parish Council had in the fire doors installed within Marram Green, given the recent events in the Grenfell Tower Fire in London. It was suggested that no action be taken on this issue as the Police / Fire report into the incident in London had not yet been produced and there could be other factors that contributed towards the fire. It was also commented that sometimes it was difficult to hear what Councillors were saying at meeting but the Parish Council was investing the installation of a hearing loop system.

4 CHAIRMAN'S MATTERS

(a) Kessingland Neighbourhood Plan Update

Councillor L Martin (Chairman) gave a verbal update in relation to the Kessingland Neighbourhood Plan (KNP) and in particular on the Non-Land Issues that had been identified within the Plan, several issues of which had been referred to the Leisure & Amenities Working Group. Transport – One response had been received from a bus company explaining why they were not able to provide a more comprehensive bus service. Dogs – Waveney District Council had recently introduced Dog Prohibition Orders requiring dogs to be on leads in specific areas and also for owners to clean up any dog mess. A review of footpaths within the village was to be undertaken by Suffolk County Council. Issues related to wind turbines were being addressed by the Wind Turbine Pressure Group. The outdoor gym had been installed. The Children's Centre had received planning approval. No response had been received to the letter sent to Great Yarmouth & Waveney Clinical Commissioning Group regarding better access to doctors and dentists.

With regard to facilities available to older people in the village, it was suggested that a baseline survey could be undertaken to identify what opportunities were currently available in order to start to identify any potential shortfalls.

RESOLVED

1. That the update on the Kessingland Neighbourhood Plan be noted.
2. That the Clerk chases a response from the Great Yarmouth & Waveney Clinical Commission Group regarding lack of access to doctors and dentists.
3. That volunteers for undertaking a baseline survey on facilities available for older people within Kessingland be deferred until the next meeting.

(b) Flood Issues

Councillor L Martin (Chairman) gave a verbal update in relation to flood issues in Kessingland. A meeting had been held with Park Resorts to highlight the issues that could affect them. Park Resorts would be considering their options. The next Project Team meeting was scheduled for 12 July 2017 and an informal presentation would be delivered to Parish Councillors immediately prior to the next Parish Council meeting.

(c) Flying of Drones

A complaint had been received from a resident regarding the flying of drones on Francis Road Community Playing Field. National guidance was available from the Civil Aviation Authority but there was no specific legislation in place at this point. The Guidance stated that drones should not be flown within 50m of a structure, particularly if they contain a camera as this could be an invasion of privacy, in addition to the noise nuisance. The erection of a sign prohibiting the flying of drones / model aircraft etc was considered but rejected given the limited powers available to enforce any restrictions. The Police Community Support Officer for Kessingland had been approached and a response regarding any criminal implications was awaited.

(d) Anti-Social Behaviour in Kessingland

The Chairman reported that anti-social behaviour in the village, particularly in the evenings and at weekends was increasing. Recent incidents included cars on the Francis Road Community Playing Field being locked in as they would not leave the site, children on the roof of the Kessingland Sports & Social

Club and an arson attempt and unruly behaviour incidents at Marram Green with children causing damage, blocking the toilets and generally unsettling the residents. In addition, there had been a spate of thefts in Lloyds Avenue involving a motorbike and mobility scooters.

Concern was expressed that the Parish Council was funding a full time Police Community Support Officer (PCSO) post but the Suffolk Police policy was that the PCSOs would not work beyond 6pm at night. However, the majority of the anti-social behaviour was happening in the evening. It was therefore questioned whether the Parish Council was obtaining value for money given that the PCSO was not working when they were needed most. At a recent meeting, Inspector Casey was asked if the PCSO for the village could be based in Kessingland. In addition, the lounge area of the Parish Council Offices was offered as a rest room for Suffolk Police as this would increase Police presence and visibility in the area. Both offers had been declined.

In response to a query, it was stated that the community would need to be consulted if we wanted to cancel the contract for the PCSO as a mandate for employing a full time PCSO was obtained from a village referendum. However, it was now apparent that the local community may not have been aware that the PCSO would not work beyond 6pm when the referendum was held and the general feedback was that the restrictive hours that the PCSO was currently allowed to work did not represent good value for money. It was suggested that Councillor Alan Green as a Waveney District Councillor should also write to the Police & Crime Commissioner expressing his concerns.

RESOLVED

1. That the Clerk writes to the Suffolk Police & Crime Commissioner asking for the current policy of PCSOs not working beyond 6pm to be reviewed in light of the increasing anti-social behaviour in Kessingland particularly in the evenings and at weekends.
2. That Councillor Alan Green writes to the Suffolk Police & Crime Commissioner expressing similar concerns.

(e) Police Community Support Officer and Police Presence at Marram Green – Addressed as part of Minute 4(d) above.

(f) Marram Green Lease

A meeting had been held with a representative of Flagship Homes and it was confirmed that the Parish Council could have a direct lease with them (rather than through 3rd parties). In addition, Flagship was agreeable to extending the existing lease for another 30 years, giving a 50 year lease. The next stage was to seek agreement from the 3rd parties involved and to seek legal advice.

(f) Demolition of Former Youth Building at Francis Road Community Playing Field

Quotes were being obtained for the demolition of the former youth building. In addition, contact was being made with the utilities companies re cutting off water, electrical services etc.

(g) Appointment of a Parish Council Representative for Allotments

RESOLVED

1. That appointment of a representative be deferred until the next Parish Council meeting.
2. That a representative from Carlton Colville Town Council be invited to a future meeting to discuss the setting up of an allotments group.

5 UPDATES FROM WORKING GROUPS AND PROJECT REPRESENTATIVES

(a) Leisure & Amenities Working Group

The next meeting of the Leisure & Environment Working Group was scheduled for Monday 17 July 2017. Councillor Kite reported that he had been having discussions with a representative of Burnt Hill Football Club re them using the Francis Road Community Playing Field.

(b) Highways & Footpaths Working Group

The last meeting was held on 12 June 2017. Issues covered included overgrown hedges. Councillors were asked to contact the Clerk re any hedges that needed cutting back and these would be added to the list and works carried out after 1st September in accordance with the Wildlife & Countryside Act 1981. Suffolk County Council was to undertake a survey of footpaths in Kessingland. It had been suggested that the double-yellow lines on Field Lane to Wash Lane had not been taken far enough in that they did not cover the junction of Rider Haggard Lane. It was not possible to change this at this time as a formal Road Traffic Order process would need to be followed, however, it could be incorporated in any future Road Traffic Order.

(c) Beach Wardens

Councillor James reported that the Roy Brown gardens and area by the public toilets by the beach, which were being tended by a local resident, were looking well cared for and greatly improved the amenity of the area. The trees previously taken down on the sea front by a private owner would be mulched and used by the individual who maintained the aforementioned area at her own expense and in her own time. Moles were in evidence on Roy Brown gardens and it was suggested that mothballs be used as a trial and humane way of addressing the mole holes. A Suffolk flag was to be ordered for the flagpole. The Union Flag would be flown on Armed Forces Day on 24 June 2017.

Councillor Dunne reported that Waveney Norse had done a good job in cutting back vegetation on the promenade and confirmed that the back steps to the beach has also been done. There had been an incident with a dangerous dog at the bottom of the steps and this had been reported to the Police Community Support Officer. No further progress had been made in relation to the removal of the dragons teeth in the sea as further survey work needed to be undertaken by Crown Estates and Waveney District Council. There was still only one lifebuoy on Kessingland Beach.

RESOLVED

That the Clerk again follows up the issue of inadequate life buoys on Kessingland Beach.

(d) Allotments – Nothing to report.

(e) Greener Growth Update

Councillor Wernham reported Suffolk County Councillor Ladd had intimated that he would be supportive of a grant application from his Locality Budget and that she would chase up progress with the school. Concern was expressed that the land was overgrown and several complaints had been received.

RESOLVED

That the Council's Groundsman be asked to cut back the grass and vegetation on the land at Rider Haggard Lane pending the receipt of grants to turn the land into a community garden.

(f) Emergency Planning Update

Updates to the Emergency Plan document were being undertaken and letters were to be sent out to ask named persons to confirm their consent for contact details to be in the public domain, or not. Training sessions were being held for Members of the Emergency Plan Group and any interested members of the public on the use of defibrillators and Cardio Pulmonary Resuscitation (CPR).

(g) Kessingland Sports & Social Club

The next meeting was to be held week commencing 19 June 2017.

(h) The Marshes

The Parish Council Groundsman had cut back some of the vegetation blocking the paths on the marshes as a result of recent vigorous growth.

(j) Kessingland Arts Project

Councillor Cooper reported that the photographs on the promenade had been very popular and positive appreciative comments had been received. It had been suggested that a similar project involving old photographs of Kessingland could be delivered. Gerald Brown was considered to be the best source of information / photographs re historic Kessingland. Individuals and community groups were busy knitting bunting as part of the Bunting Knitathon. A meeting had been held with Rev Wyer re another Medieval Fair to be held in December 2017. In addition initial discussions were being held regarding World War 1 Commemoration events. A local artist, Hilary Barry, was holding an open studio in Kessingland between 17 - 18 June and 24 – 25 June 2017/

6 PLANNING ISSUES

(a) Planning Applications Received and Parish Council Responses

- (i) Application No: DC/17/1980/FUL – Illuminated Advertisement Consents – Co-Operative Food Stores, 44-48 field Lane, Kessingland**

RECOMMENDED TO WAVENEY DISTRICT COUNCIL

That Application No: DC/17/1980/FUL be approved.

- (ii) Application No: DC/17/2108/FUL – Construction of a house - Loke Cottage, 1 The Avenue, Kessingland**

RECOMMENDED TO WAVENEY DISTRICT COUNCIL

That Application No: DC/17/2108/FUL be approved.

- (iii) Application No: DC/17/2304/TPO – TPO60 – 1 x black poplar tree – Reduce by 40% - The Hollies Camping & Leisure Resort, Kessingland**

RECOMMENDED TO WAVENEY DISTRICT COUNCIL

That Application No: DC/17/2304/TPO be approved.

- (iv) Application No: DC/17/2247/FUL – Single Storey flat roofed rear infill extension and associated works – 79 Church Road, Kessingland**

RECOMMENDED TO WAVENEY DISTRICT COUNCIL

That Application No: DC/17/2247/FUL be approved.

(b) Waveney District Council Responses to Planning Applications

- (i) Application No: DC/17/1045/FUL – Construction of a house - plot adjacent to Clifton House, Coastguard Lane, Kessingland. Application Approved.**

- (ii) Application No: DC/17/1571/FUL – Construction of a detached house - land adjacent to 149 Church Road, Kessingland. Application Approved.**

(c) Other Planning Matters - None

7 APPLICATION FOR CO-OPTION OF A NEW PARISH COUNCILLOR

The Parish Council considered the Co-option of an additional Councillor onto the Parish Council. This would result in 12 of the 13 available seats being filled.

RESOLVED

That Billy Nicholls be co-opted onto Kessingland Parish Council with immediate effect.

8. MARSHES ANNUAL REPORT

David Borderick submitted an Annual Report in relation to the Marshes which was managed in consultation with Suffolk Wildlife Trust. The report highlighted the key activities undertaken and the numbers and species of visiting birds. Local school children had visited the site and erected bird boxes.

RESOLVED

That the Annual Marshes Report be received.

COUNCILLOR ALAN GREEN LEFT THE MEETING AT 8.25PM
FOLLOWING THE CONSIDERATION OF THIS ITEM.

9. LOCAL COUNCIL PUBLIC ADVISORY SERVICE

The Parish Council considered whether to subscribe to the Local Council Public Advisory Service at a cost of £100 per year.

RESOLVED

That the Parish Council subscribes to the Local Council Public Advisory Services for 2017/18 at a cost of £100 per annum.

10. FINANCE

(a) Annual Governance Statement for 2016/17

The Parish Council considered Section 1 – Annual Governance Statement of the Annual Return for the year ending 31 March 2017, a copy of which had been circulated prior to the meeting and would be submitted to the External Auditors. In so doing, the Parish Council confirmed the Yes / No answers in Section 1, as required by Schedule 12. Paragraph 41(1) of the Local Government Act 1972.

RESOLVED

That Section 1 - Annual Governance Statement of the Annual Return for the year ending 31 March 2017 be confirmed.

(b) Statement of Accounts for 2016/17

The Parish Council received and confirmed Section 2 of the Statement of Accounts of the Annual Return for the year ending 31 March 2017, a copy of which had been circulated prior to the meeting and would be submitted to the External Auditors.

RESOLVED

That Section 2 - the Statement of Accounts of the Annual Return for 2016/17 for the year ending 31 March 2017 be approved.

(c) Internal Audit Report for 2016/17

The Parish Council considered the Internal Audit Report for 2016/17 which had been undertaken by the Suffolk Association of Local Councils, a copy of which had been circulated prior to the meeting. Councillors also considered an Action Plan for addressing the issues raised within the Internal Audit Report.

RESOLVED

1. That the Internal Audit Report for 2016/17 as prepared by the Suffolk Association of Local Councils be received.
2. That the Action Plan for addressing the issues highlighted within the Internal Audit Report be adopted.

(d) Finance Report

The Parish Council considered a report which provided a year end summary of the outturn of accounts for 2016/17, sought approval for the payment of invoices and other expenditure up to 14 June 2017, detailed bank account balances and sought approval for expenditure to be incurred.

Financial Outturn for 2016/17

A copy of the outturn of accounts for 2016/17 detailing spend on all budget heads had been circulated prior to the meeting as Appendix A to the report. The yearend summary was as follows:

	Budget for 2016/17	Actual for 2016/17
Total Income	£89,500	£106,865
Total Expenditure	£90,500	£112,423
Total	(£1000) (credit)	£5,558 (overspend)

The 2016/17 budget was overspent by £5,558 – which would be covered from General Reserves. Significant areas of spend against the 2016/17 budget were outlined in the report as variances in accordance with the Governance and Accountability Guidance for Smaller Authorities in England (Proper Practices to be applied in the Preparation of Statutory Accounts and Governance Statements).

Budget for 2017/18

The budget for 2017/18 of £105,300 as approved in November 2016, whilst a precept level of £104,500 was approved in January 2017. The shortfall of £800 was to be made up from income. The Finance Working Group had reviewed the approved budget for 2017/18, along with actual spend on each budget head for 2016/17 and would be putting forward revisions to the 2017/18 budget at a future meeting.

Payment of Invoices and Other Expenditure

Approval was sought for payments to be made in accordance with the schedule that had been circulated prior to the meeting (identified as Appendix C) to cover the period from the last Parish Council meeting to 14 June 2017. Approval was also sought to make 2 annual payments as part of the 2017/18 budget of £500 for St Edmunds Churchyard and £400 Chairman's Allowance and for £1000 to be transferred to the Joint Francis Road Maintenance Account as the Parish Council's contribution for 2016/17. In addition, authority was sought to purchase a new hedge trimmer.

Details of the current bank balances were outlined in the report.

RESOLVED

1. That the outturn of accounts for 2016/17, including the budget allocation and actual spend, as outlined in Appendix A attached to the report, be received.
2. That the budget variances for the 2016/17 accounts, as outlined in Appendix B attached to the report, be noted.
3. That the update in relation to the 2017/18 accounts be received.
4. That payment for the list of items outlined on Appendix C be approved.
5. That the current balances for Parish Council bank accounts as at 30 May 2017 be noted.
6. That the payment to St Edmunds Church in the sum of £500 as allocated in the 2017/18 budget and in accordance with Section 137 of the Local Government Act 1972 be approved.
7. That the payment of the Chairman's Allowance in the sum of £400 as allocated in the 2017/18 budget be approved.
8. That approval be given for the sum of £1,000 be transferred from the main Parish Council current account to the Joint Francis Road Maintenance Account as the Parish Council's contribution for 2016/17, to be funded from General Reserves.
9. That approval be given for the purchase of a HS45 Hedge Trimmer at a cost of £204.17, plus £40.83 VAT, totalling £245.00 From Haywards Farmers Ltd at Ellough, to be funded from savings made through the restructure of grounds maintenance services.

11 DATE OF NEXT MEETING

It was noted that the next Parish Council meeting was scheduled for Wednesday 12 July 2017 at 7.00pm.

12 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 information.

13 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 approval of a number of proposed actions including revised banking arrangements, staffing matters, including approval of a revised Contract of Employment and Job Description for a new post and appointment to this position and to receive updates in relation to the demolition of the former youth building and sewage on Francis Road Community Playing Field.

RESOLVED

1. That the Parish Council approves the transfer of the Main Current Account from Barclays Bank to Unity Trust Bank as soon as practicable given the need to make routine payments etc.
2. That the Parish Clerk who is the Responsible Finance Officer be authorised to make online bank payments with Unity Trust Bank subject to the usual approvals being sought by 2 approved signatories and in accordance with the Council’s Financial Regulations.
3. That the Parish Council approves the transfer of £84,000 from the Precept Holding Account with Barclays Bank to a Santander UK Treasurer’s Savings Account which offers interest of 0.25% with access.
4. That the Parish Clerk who is the Responsible Finance Officer be authorised to make online bank payments with Santander Bank subject to the usual approvals being sought by 2 approved signatories and in accordance with the Council’s Financial Regulations.
5. That further research be undertaken in relation to the remaining Parish Council bank accounts (excluding Francis Road and the Compass Suite) and a report be submitted to a future Parish Council meeting.
6. That the staffing matter outlined in the Confidential Report be approved on the grounds outlined in Paragraphs 3.2 to 3.4 of the Report.
7. That the new job description and contract of employment for the role of Grounds & Village Maintenance Technician be approved.
8. That the new position of Grounds & Village Maintenance Technician be offered to the individual identified and on the grounds outlined in Paragraphs 3.8 to 3.9 of the Confidential Report.
9. That the awarding of a contract to Waveney Norse for grass cutting services at Francis Road Community Playing field at a cost of £578.87 per year, plus VAT be endorsed.
10. That the update in relation to the demolition of the former youth building at Francis Road Community Playing Field be received.
11. That the update in relation to the flooding issues on Francis Road Community Playing Field be received.

THE MEETING ENDED AT 9.20PM

Chairman

Date

APPENDIX A

MINUTE 10(d) – FINANCE REPORT

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 £
37, 38, 39, 40 and 41	Salaries	-	-	3,154.95
42	HMRC – Tax and NI	-	-	611.49
43	LS – Reimbursement of Expenses (April 2017)	76.93		76.93
44	DL – Reimbursement of Expenses (April 2017)	79.52	3.62	83.14
45	Everything Office	23.34	4.67	28.01
46	Rialtas Business Solutions Ltd	545.40	109.08	654.48
47	J Gordon	-	-	50.00
48	Waveney Norse	25.60	5.12	30.72
49	Flint Support Services Limited	264.00	52.80	316.80
50	Waveney District Council – Lottery License	-	-	20.00
51	Everything Office	195.33	39.07	234.40
52	Harrsons EDS	52.95	10.59	63.54
53	British Telecom (Direct Debit)	468.77	93.55	561.32
54	Waveney Norse	12.80	2.56	15.36
TOTAL				5,901.14