



Minutes of the  
**Kessingland Parish Council Meeting**  
At 7.00pm on Wednesday 12<sup>th</sup> July 2023  
held in the Council Chamber, Marram Green

**Members present:** Councillors D. Boyle, R. de Brea, C. Carter C. Cook, N. Glendinning, I. Graham (Chair), A. Green, S. James, J. McLean, B. Saunders & L. Truman

**Other Cllrs in attendance:** None

**Others present:** Martin McGuinness

**Clerk to the Meeting:** N. Coleby (Parish Clerk) & D. Blowers (Admin/Committee Clerk)

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51. **Welcome**

Cllr Graham welcomed and explained the meeting protocol.

52. **Apologies for Absence**

Apologies for absence were received from Cllrs Dunne & Ladd with acceptance proposed by Cllr Green. This was seconded by Cllr James with all in favour.

53. **Declarations of Interest**

Cllr Truman declared an 'other registerable interest' in agenda item 69.1 and Cllr Boyle declared an 'other registerable interest' in item 69.1. Neither had any pecuniary interest from the matters being discussed. It was noted that Council has agreed an ongoing dispensation has been granted to Cllr Green in respect of his role as district councillor.

54. **Minutes of the Last Meeting**

The minutes of the Parish Council meeting that was held on 21<sup>st</sup> June 2023 was deferred until the next meeting in September.

55. **Public Forum**

55.1 Apologies were received from Cllr Ladd of Suffolk County Council.

55.2 Cllr Green provided a verbal report from East Suffolk Council.

55.3 In order to make it convenient for the public, the chair moved item 65.6 to the beginning of the discussion so they were able to leave afterwards.

Cllr de Brea and Saunders arrived at the meeting.

## 56. Finance

- 56.1 It was noted that the minutes of the Finance & Governance Committee meetings of the 28<sup>th</sup> June 2023 had been received.
- 56.2 It was noted that due to time constraints the RFO report for June was not completed and the committee only received payments and bank account balances. This has been caused by the issues with the unassisted closedown of the current financial system which has not allowed the new system to be fully set up.
- 56.3 Cllrs noted that the closedown of the current financial system has been completed. The internal audit is now being re-arranged and information uploaded to the website and a SALC Audit portal. This will then enable the audit process to start however the council is behind on its audit this year. An extension to the 31<sup>st</sup> July has been approved by the external auditors however the council will need to note on the AGAR that the process was not completed by the 30<sup>th</sup> June which was the final date for submission in 2023. Items required for the audit process are included in the next agenda section as it is the aim to bring as much to this meeting as possible.
- 56.4 A revised date was considered regarding the purchase of a mobile phone and tariff for the office. This will be discussed at the next meeting.

## 57. Audit

- 57.1 It was noted that the annual risk assessment was approved at the council's AGM in May 2023.
- 57.2 It was noted that the council's Asset Register was approved at the council's AGM in May 2023.
- 57.3 It was noted that Cllr James has completed the annual internal controls schedule and checks.
- 57.4 It was noted that the special VAT return has been submitted.
- 57.5 Councillors noted that the Annual Internal Audit Report and any recommendations would be dealt with at an extraordinary meeting to deal with the Internal Audit once it is completed.
- 57.6 Councillors considered the Annual Governance Statement and unanimously stated agreement with each statement. Cllr Boyle proposed approval of the document as a whole and Cllr Green seconded with all in favour. The statement was then signed by the Chair and the Clerk along with the minute reference.
- 57.7 Councillors then consider the Accounting Statements for the financial year 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 which Cllr Cook proposed and Cllr McLean seconded with all in favour.
- 57.8 Councillors considered each analysis of any significant year on year variance along with the council's earmarked reserves and approval of them was proposed by Cllr Graham and seconded by Cllr Green with all in favour.
- 57.9 The bank reconciliation as of the 31<sup>st</sup> March 2023 was considered which Cllr Boyle proposed, seconded by Cllr Truman with all in favour.
- 57.10 It was noted that the notice for exercise of public rights was posted on the website and noticeboards on the 26<sup>th</sup> June 2023 giving the period as the 3<sup>rd</sup> July – 11<sup>th</sup> August 2023
- 57.11 It was noted that, if council has approved the above items, following this meeting the relevant papers will be forwarded to the external auditors PKF Littlejohn LLP.

## 58. Governance

It was noted that the Policy working group did not meet in June and therefore any recommendations relating to amendments or updates of policies will start in the September meeting.

## 59. Climate, Culture, Community & Development Committee

It was noted that the minutes of the meeting Climate, Culture, Community & Development committee held on the 12<sup>th</sup> June 2023 had been received.

## 60. Emergency Planning Committee

It was noted that the minutes of the Emergency Planning committee meeting held on the 20<sup>th</sup> June 2023 had been received.

## 61. Events & Communications

61.1 It was noted that the minutes of the Events & Communications Committee meeting of the 27<sup>th</sup> June 2023 would come to the next meeting.

61.2 It was noted that the decision has been made to not hold the Youth Club in July as the number of staff and volunteers means that if one person cannot attend the session has to be cancelled. It was agreed to advertise the other Youth Leader position and also advertise for volunteers for the Youth Club in order that staffing should be in place for the club to re-open in September. Attendance has been steady and having the two different age groups has been a very positive decision and reduced any issues at the club. The Senior Leader has a meeting with the Clerk on the 10<sup>th</sup> July to ensure that policies, procedures and forms are all revised and to draft the job description for the other Leader position. A specific sharepoint will be set up for the Youth Club which will have access limited to Youth Club Leaders, Office Staff and the Chair & Deputy Chair of the Youth Sub-Committee.

## 62. Leisure & Amenities

It was noted that the minutes of the Leisure and Amenities committee meeting of the 6<sup>th</sup> June 2023 were received.

## 63. Personnel

It was noted that the minutes and confidential minutes of the Personnel Committee held on the 26<sup>th</sup> June 2023 were received.

## 64. Planning & Highways

64.1 It was noted that the minutes of the Planning & Highways meetings of the 14<sup>th</sup> June & 28<sup>th</sup> June were received and that there had not been any planning applications for the 12<sup>th</sup> July so that meeting had been cancelled.

64.2 It was noted that there will be flood prevention work taking place in the village in the autumn which will affect Church Road and Marsh Lane. The initial work will take place in September but will affect the pedestrian area of Marsh Lane behind the council car park through to the newer vehicular access to Marsh Lane. There will be work along the boundary of the car park as a ditch there will be re-dug. Unlike the Benacre and Kessingland Flood Management Project this will manage fluvial (rainwater) flooding and is designed to remove water

from the lowest part of the village into the land behind so that it can soak away into the Hundred River valley.

## 65. Reports on Council Projects

- 65.1 It was noted that the parish council hosted Kessingland Church of England Primary Academy school council on the 23<sup>rd</sup> June. The school were having an inspection concerning involvement with the community and was attended by the Chair Cllr Graham as well as Cllrs McLean and Truman. There was a lot of positive discussion and Cllr Truman passed on many thanks from the school to the KPC. The school had previously requested a “friendship” bench which the council had agree to in principle prior to the election and the school council were given several options, they made a shortlist of three benches which would be voted on by the school. The bench which received the most votes was Sid the Snake which costs around £2,700 but provides a larger seating area than most and the curving shape will allow different groups to sit more in a semi-circle than in a linear manner and therefore promote conversation. The budget for the bench was therefore proposed by Cllr McLean and seconded by Cllr Cook with all in favour.
- 65.2 It was noted that the unveiling of the memorial stone for those who lost their lives in the First World War will take place on the morning of the 28<sup>th</sup> July by Peter Aldous. Mr Aldous is due to arrive around 11.00am however final arrangement have yet to be set. This will be going out on Facebook soon and a media release is being prepared.
- 65.3 It was noted that the possible fund to which an application for funding of the new connecting doors between the Library and the Café has just opened and so details are being pulled together in order that a bid can be submitted. The gutters at Marram Green have been cleared and the white painted wall have been refreshed and windows have been re-coated in the residential section of the building. This has not happened in the café/council/library areas of the building as the windows in this part of the building are metal rather than wood.
- 65.4 It was noted that the organisers of Kessyfest have been appraised of the council’s support to a festival next year as it was felt short notice to arrange for this year especially with the lack of response from the licensing department. It has been agreed to set up a meeting to discuss how this is progressed.
- 65.5 It was noted that Kessingland Seafront project is moving forward and a meeting with Southwold Town Council has been scheduled for the 3<sup>rd</sup> of August depending on council availability.
- The council’s suggestion of moving two of the bin housings to the rear of the south prom adjacent to the post as previous and the offer of creating a space at the end of Roy Brown’s Memorial Garden has been relayed to East Suffolk However East Suffolk have come back to the council with regard to the housings as one of their Health and Safety officers has visited the site and reported that there is no health and safety issue with their positioning. In addition East Suffolk have been in touch with the local businesses, who had raised concerns with the parish council, and they now have no objections and one of them reported that they were better than what had been there previously. East Suffolk were advised that the matter would be placed on this agenda for discussion. It was agreed to contact the local businesses to verify the situation and contact East Suffolk Council following the fact finding.

- 65.6 It was noted that a meeting with Kessingland Football Club and the FA took place at 5pm on Friday 7<sup>th</sup> July. There were several points raised which included work on the Hub, improvements to the pitches, netting to prevent the loss of footballs. There is funding from the FA to bring the changing rooms up to standard however this would mean that the current space would not be enough for the facilities required. If FA funding is applied for it would mean bringing the changing facilities up to a standard which is beyond the requirements of teams playing in the league of which Kessingland is a member. The quotes that the club had received to simply turn the space into three changing rooms is around £15k however there may be reductions in cost which may be found. There is no FA funding for which applications could be submitted. There is funding for the ball catching netting and discussion need to take place with regard to this and whether it would need to be permanent or stored at Francis Rd between use. The club have moved to having goals on wheels which are the preferred type of goals. They note that this may rule out the need for a container but the potential to create a safe place between two containers was discussed and another club locally was mentioned who had done this and put a pitched roof over the containers and the space to provide a safe storage area. There are funds for a container if the club and the council decided to progress this in the future and this may also depend on other matters. There is funding for pitch improvement which is available over a six year period. In the first two years it is 100% funding per pitch, in years 3 & 4 it is 66.6% funded by the FA and 33.3% by the bid tenderer, for the final two years the funding percentages in years 3 & 4 are reversed. However many clubs who have had the funding have found that after the first two years the improvement to the pitch is enough to reduce the funds needed in subsequent years. It was suggested that the club and the council should look at what is needed now, what the medium term plan is and what position would be planned for say 5-6 years. If funding for the immediate issues could be sourced so that the facilities allow participation in the league currently then future aspirations can be looked at in stages. Cllr Boyle proposed a maximum budget of £500 to allow the bollards to be replaced which Cllr McLean seconded with all in favour with one abstention. Cllr Green mentioned local funds from the Community Partnership of ESC may contribute also.
- 65.7 It was noted that the CCTV footage has been forwarded to the police however we were not able to lift still images of the vandals.
- 65.8 It was noted that following advise siting of CCTV at Church Road would not be viable in this situation however installation of sound measurement equipment would be possible and East Suffolk Environmental Health are being approached for advice. There is a possibility that the drums could be muffled. The council has been advised that if residents are being disturbed during the night then this is an issue for East Suffolk Council and the Police as these would be acts of anti-social behaviour and not an issue with the musical instruments. Depending on the decibels it would only be considered a nuisance if it were above a specific limit and again Environmental Health would be able to provide support to the council.
- 65.9 Recommendations for 3CD in respect to designs for the village gates were shown and Cllr McLean proposed the first design which Cllr Truman seconded with all in favour. A white anti-graffiti paint was proposed by Cllr Saunders and was seconded by Cllr James with all in favour.

## 66. Other council business

- 66.1 To consider the possibility of leasing an area of land in the village and if so potential uses for which the land could be put. This item was considered during the confidential session.
- 66.2 To consider using the council's Persistent & Vexatious Complainants Policy in relation to a member of the community. This item was considered during the confidential session.
- 66.3 A recommendation was considered from the Planning & Highways Committee to obtain a cost for stage one of the London Road Speed Reduction scheme with intention to move forward with installation but also to ask the residents about proposals for TROs, pedestrian crossing and moving the 30mph limit. Cllr Graham proposed the council gets a cost first with Cllr Boyce seconding and one against
- 66.4 To consider an approach by a business in the community with regard of siting a defibrillator on their premises and the request to support their fundraising and contribute should any extra funds be required. This item was considered during the confidential session.

## 67. Reports from Councillors & Officers Relating to representative roles

- 67.1 There are no reports this month.

## 68. Date of Next Meeting

The date of the next meeting will be 13<sup>th</sup> September 2023 at 7.00pm at Marram Green.

## 69. Items for the next agenda

The last date for notifying the Clerk of items for the agenda will be the 5.00pm on the 4<sup>th</sup> September 2023.

## 70. Exclusion of the Press & Public

*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 items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters.*

- 70.1 The possibility of leasing an area of land in the village and if so potential uses for which the land could be put (From 65.1) was considered and it was decided that more information was needed and that a use for the land be identified and therefore to defer it until such information is available.
- 70.2 Councillors considered an ongoing situation with a member of the public in Kessingland. The individual sends multiple emails to the council each week as well as copying staff and councillors onto emails to other individuals and including other individuals on emails to the council. It was noted that legal action had previously been taken and that the individual had only had the previous action under the council's Persistent & Vexatious Complainants Policy lifted towards the later part of the last council's term of office following a significant period under the policy. It was noted that the individual's recent behaviour had caused upset to staff and councillors and means that no councillor, staff member or volunteer should be on their own with the individual for their own



safety. To ensure that no individuals are targeted by the individual concerned the names of the proposer and seconder will not be recorded in public minutes however the vote to engage the policy was unanimously approved. The individual will be written to and advised that the council contact between the council and the individual would cease. Any correspondence received from the individual would be filed without opening whether received via post or email. The individual is not allowed on council premises nor to try to contact any councillor, staff member or volunteer. Should there be any justifiable reason why the individual needed to contact the council, it should be done via a third party who is either a family member or, as previously, a solicitor. As per the policy, this ban would be reviewed at the end of six months however any attempts to contact council without a third party would trigger a further breach and re-set the six months period so that it starts at the last contact date. (From 65.2).

- 70.3 The council has been approached by a business in Kessingland with regard of siting a defibrillator on their premises. The business is organising fundraising and has already received some grant funding from a local charity that helps install defibrillators. A request has been made to see if the council would support any shortfall in the funding. Council noted that the location would be beneficial and it was in an area which the council had identified as requiring a defibrillator however giving a carte blanche support might undermine the fundraising and also lead to expectations with regard to funding from the other identified locations. Council has already taken responsibility for the defibrillators at the KSSC and Working Men's Club in addition to the ones at Marram Green and the Sailors Home and are happy to take responsibility for other defibrillators installed in the village at the identified sites so could not agree an unspecified amount however considering the grant already received and the planned fundraising council would be willing to agree to fund a shortfall up to £350. Should there still be a shortfall then the council will work with the business to identify additional funding via other courses. Cllr Green proposed that the council would provide funding to the level of £350 if there was a shortfall and would work to identify other funding options. This was seconded by Cllr James with all in favour.

## 71. Close of Meeting

This meeting closed at 21.15pm.

I certify that these are accurate minutes of the above meeting as approved at a meeting of the Parish Council held on the \_\_\_\_\_.

Signed  
Cllr Ian Graham  
Chair, Kessingland Parish Council

Dated