



Minutes of the
Kessingland Parish Council Meeting
on Wednesday 11th January 2023
held in the Council Chamber, Marram Green

Members present: Cllrs C. Gower, A. Green, S. James, J. McLean (Chair), B. Nicholls, B. Saunders & L. Truman

Other Cllrs in attendance: Cllr M. Ladd

Others present: None

Clerk to the Meeting: N. Coleby (Parish Clerk)

145. Welcome.

Cllr McLean welcomed Councillors to the meeting and explained the meeting protocol.

146. Apologies for Absence.

Apologies for absence were received from Cllrs Boyle, Burden, Cook, Dunne, Graham and Wright. Acceptance was proposed by Cllr Green, seconded by Cllr James with all in favour.

147. Declarations of Interest.

There were no Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the agenda and there were no written requests and grants of dispensations for Disclosable Pecuniary Interests.

148. Minutes of the Last Meeting.

The minutes from the previous meeting had been circulated. Cllr Nicholls noted that there were a couple of errors. The first was that in apologies there was a hanging "and" which should have read "Dunne and Wright". There was also a reference in Cllr Ladd's report where a "her" had been inserted instead of a "he". Cllr Saunders proposed that, with these two corrections, the minutes should be adopted as a true and accurate record. This was seconded by Cllr James with all in favour.

149. Public Forum.

During each meeting the council will hold a public forum for a period of 10 minutes. During this time, residents will have a maximum of 3 minutes each to put views/questions to the Chair regarding matters on the agenda. Where possible the Chair will respond but the matter may have to be deferred and placed on a later month's agenda for discussion.

149.1 Cllr Ladd reported that the county council's budget for 2023-24 has been considered and he will bring it to the next meeting of parish council once it has been before Suffolk County councillors. Cllr Ladd was asked if he could look into the light in the footpath between Lloyds Avenue and Church Lane as that is going out at 11.30pm. It was noted that this is the time that streetlights go out in non-major roads however it was pointed out that the Lloyds Avenue lights do not go out. Cllr Ladd promised to look into it.

149.2 Cllr Smith reported that the Community Partnership Youth Survey results will be coming out soon. It was noted that this was a subject that the primary school had raised in their meeting with the parish council and the council would feed back that

information to the school. Cllr Smith noted that there were grants coming up which might benefit the community fridge and that from April there would be Councillor Funding available as well which may be able to help with the Library door. There was discussion about levels of dog waste but it was noted that a lot of the bins in the village would be changing to general waste including dog waste and this would increase the number of bins and hopefully decrease the problem. It was noted that the council had contacted East Suffolk about replacing the boardwalk and are also liaising with Southwold. It was noted that the boardwalk is very important for accessibility for beach users and that Parkdean provide out of season low cost holidays for those with accessibility needs and are actually one of the only places locally that do this and therefore why the boardwalk is key for the beach. Cllr Smith was invited to be present when boardwalk meetings take place especially with her Cabinet position. The proms were discussed and Cllr Smith advised that it would be worth contacting Cllr James Mallinder at ESC as he may be able to offer support with bench funding and it was also noted that requests for memorial benches might be directed to the parish council as it would be dealing with the bench plan for the proms.

149.3 There were no members of the public present.

150. Finance.

150.1 Councillors received the minutes of the Finance & Governance Committee meetings of 14th December 2022 and 4th January 2023.

150.2 Councillors noted the payments, income and expenditure, bank account balances and reconciliations from those minutes.

150.3 Councillors considered a recommendation from the Finance & Governance committee as well as the report on the options and Cllr Truman proposed that the Clerk should be authorised to change the council's financial management system to Scribe, advise our existing accounts system provider of the change and organised the transition in as practical a way as possible to benefit the council, staff and end of year processes. This was seconded by Cllr Gower with all in favour.

151 Governance

151.1 It was noted that Cllr Boyle wished to step back from Chair duties for a while due to personal reasons. Cllr McLean would as Vice Chair take over any duties of the Chair until such time as Cllr Boyle was able to return as Chair. There were concerns that taking on the duties of the Chair alongside the large amount of work that Cllr McLean already carries out as a councillor and Vice Chair would be too big a burden to place on one person's shoulders. Therefore Cllr James suggested that Cllr McLean should be Acting Chair in this interim period and that an acting Vice-Chair should be appointed to support Cllr McLean. It was noted that, although not present, Cllr Graham would be willing to take on the responsibility if no-one else volunteered. Cllr James then formalised his proposal that Cllr McLean be appointed Acting Chair and Cllr Graham be appointed Acting Vice-Chair until such time as Cllr Boyle was able to take on the Chair's responsibilities again. Cllr Truman seconded the proposal and it was passed with all in favour.

151.2 It was noted that a request had been received via a third party for siting or a recycling bin on council property. The councillors noted that recycling is extremely important and that increasing recycling opportunities, without too much duplication, and making it easier to recycle would be very beneficial. It was noted that there can sometimes be negative issues with recycling banks such as broken glass and fly-tipping. It was therefore felt that a recycling policy would be a sensible first step prior to siting of any recycling options on council premises. Cllr Green proposed that the council should develop a policy as soon as possible in order to progress increasing recycling opportunities in the

village. This was seconded by Cllr Truman with all in favour. It was also agreed to contact the organisation who made the original request and advise that once a policy was in place they would be contacted to verify if they still wished to have a recycling bin in the village.

152 Climate, Culture, Community & Development Committee

152.1 Councillors received the minutes from the 3CD meeting held on the 28th November 2022.

152.2 Councillors noted that the play equipment for Church Rd has been ordered and the expected installation should be in April.

152.3 This item was dealt with in confidential session.

152.4 Council noted that the Hidden Needs Forum has been meeting monthly and has been considering ways of supporting the community through the current financial crisis. Warm rooms are in operation in the village for most days of the week however the response from the community in taking advantage of the facilities has been quiet so far. The council has been steadily providing petfood donated by the RSPCA to those needing support for their pets and the RSPCA may also be able to help or get reduced costs for any emergency care needed for pets and there may be other options which can be explored. The Community Fridge is in the Library and now that Christmas is out of the way work is being done on getting supplies for the fridge and also encouraging people to swap goods. Work is being done between ESC, KPC & Kessingland Primary regarding school uniforms and shoes; There is also a project around slow cookers being developed. We are also starting to see volunteers come forward to help with different projects. It was additionally noted that a second large delivery of pet food had been received from the RSPCA and the council

152.5 Joint Kessingland Parish Council & East Suffolk Council Prom Project

152.5.1 It was noted that following discussions with East Suffolk Council, they are unable to take part in the proposed shared project to place benches on Kessingland Proms however they are going to replace the dangerous dog bins on the prom as a priority as well as ensuring the bins clearly state that they take dog waste as well as all other general waste (which is size appropriate). They are also going to look to provide housings for the Wheelie bins and replace all the WDC signage. They will also plan to follow on with KPC's proposal that all the dog bins in the parish should be replaced with general purpose bins (accepting dog waste) and the dangerous dog bins will be prioritised. At this point it does not look as if East Suffolk need partnership funding for this as they have funding to enable this work. As noted earlier in the minutes, the council will contact Cllr Mallinder when benches are being considered for the prom to see if there is any support that he might be able to provide as well as speaking to the team that deal with memorial benches to ensure that any requests for benches on the proms are referred to the parish council.

152.5.2 Councillors noted that East Suffolk had given permission to the parish council to site benches on the proms and discussed the merits of continuing with the project. Councillors noted that there are many members of the community who like to traverse the prom but the length of it with either the ascent or descent at the northern end is too much for many without having a sit down to recover on route. It was also felt that the provision of benches and specifically the potential range of different benches which would be along the prom would also have tourism benefits. Cllr James proposed that the council still continue with the project even if it is reduced to two benches a year (one that the council finances and one/more for which it seeks funding) as it will

benefit residents and tourists alike even if the project takes longer. This was seconded by Cllr Green with all in favour.

153 Emergency Planning Committee

153.1 Council received the minutes for the Emergency Planning meeting held on the 1st December 2022.

154 Events & Communications

154.1 Councillors noted that the minutes of the Events & Communications meeting held on the 22nd November 2022 would come to the next meeting.

155 Leisure & Amenities

155.1 Councillors received the minutes of the Leisure & Amenities meeting on the 21st November 2022.

155.2 This matter was dealt with in confidential session.

156 Personnel

156.1 Councillors noted that the council's Administration & Committee Apprentice Clerk had amicably left the council's employment.

156.2 Councillors noted that the Personnel Committee meeting had taken place on the 11th January and therefore circulating minutes had not been possible so a verbal recommendation from the committee concerning recruitment was necessary. Councillors considered the recommendation that the council recruit a part time Admin and Committee Clerk for 15hrs per week within the NJC pay scales 7-12 with option of pension enrolment in the LGA pension scheme with the contract including Friday and some evening working. Cllr Nicholls proposed that the council should progress this and Cllr Truman seconded, with all in favour. As normal, recruitment was delegated to the Personnel Committee which would report back to council on the appointment.

157 Planning & Highways

157.1 Councillors received the minutes of the Planning & Highways meetings of the 16th and 30th November, as well as the minutes of the meetings held on the 14th and the 28th December 2022.

157.2 It was noted that Cllr Ladd had provided updated figures to the Planning & Highways Committee for the London Road Traffic Calming Scheme. The committee felt that this was a matter which had previously been considered by the council rather than the committee and also is impacted by the potential development at Laurel Farm and therefore should come to parish council for the council's consideration regarding progressing the Traffic Calming Scheme. Unfortunately council felt that they could not consider this matter as the figures were not available and that the traffic calming scheme had been designed with the entrance to the new estate being from the Ashley Nurseries site rather than Laurel Farm West and it was noted that this may have an impact on the scheme. It was agreed to defer this matter until those points could be clarified.

158 2023-24 Budget

158.1 The council considered the recommendation from the Finance & Governance Committee that the council adopt the 2023-24 Kessingland Parish Council Budget which had been circulated to councillors. Councillors noted that the Budget Working Group had taken time to draw up a budget which kept increases to the bare minimum because of the cost of living crisis. The budget had then been fully scrutinised by the Finance and Governance Committee. No councillors had any questions on the budget so Cllr Saunders proposed adoption of the 2023/24 budget. This was seconded by

Cllr Truman with all in favour. The council asked that thanks be noted and passed on to the Clerk and the Deputy Clerk for all their hard work putting information and figures together for the working group.

158.2 Having agreed the budget council considered the setting of the parish council precept. It was raised that we do not send a request for funding to East Suffolk Council but that, in effect, it was a demand. The council agreed that the precept should match the budget and Cllr James proposed that the demand be sent to East Suffolk for a precept of £151,154. This was seconded by Cllr Saunders with all in favour.

158.3 It was noted that as the council's precept exceeds £142,000, the council needs to provide East Suffolk with an A5 double sided leaflet to outline the council's budget and expenditure. Councillors considered a draft A4 leaflet which had been circulated as well as some alternatives. Councillors felt that the draft was the version that they would like to go with but noted that the Clerk and Cllr McLean wished to tidy up the final paragraph and the layout/images. Cllr Green proposed that the format should be as the draft provided however that Cllr McLean and the Clerk be authorised to edit the leaflet and finalise it for forwarding to East Suffolk. This was seconded by Cllr Truman with all in favour.

159 Reports on Council Projects.

159.1 It was noted that a quote has been received for redesigning Roy Brown's Memorial Garden. Unfortunately the original draft plans had not been passed from the initial contractor to the second contractor and therefore the quote was not complete. A full breakdown of costs for the work that the contractor felt the council was looking for had been provided and the it was agreed that the quote was valid for the project as it had been provided to the second contractor. It was noted that the quote was purely for hard landscaping and it was likely that these costs would be higher taking in the councils initial plans. Added to this there would costings for planting and other materials which would mean that more than a single quote should be obtained for the project. In order to do this a specification would need to be drawn up so that all contractors would be on a level playing field and quoting for the same work. Looking at the provisional quote, Cllr Nicholls proposed that a budget of £8,000 should be highlighted from reserves for the project and this was seconded by Cllr James. Cllr Saunders proposed that a designer/architect should be employed to draw up the design in line with the council's plans detailing materials etc and that this would then form the basis for the specifications to be given out to contractors in order that they are all able to submit detailed bids which the council can compare. This was seconded by Cllr James with all in favour. The Clerk was asked to get a cost for the design work and take it to F&G for consideration and the project would be delayed until the autumn.

160 Reports from Councillors & Officers Relating to representative roles.

160.1 There were no reports

161 Date of Next Meeting.

Council noted that the date of the next ordinary meeting will be on the 8th March 2023 at 7pm at Marram Green.

162 Items for the next agenda.

Council noted that the last date for notifying the Clerk of items for the agenda will be at 5.00pm on the 28th February 2023.

163 Exclusion of the Press & Public.

- 163.1 Cllr Green proposed 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. This was seconded by Cllr James with all in favour.
- 163.2 It was noted that quotes for replacing the matting at Church Road have been received. The Clerk explained about the priorities with the different areas in the play area. Cllr Green proposed that the Clerk progress the initial stage identified ahead of the installation of the new equipment and this was seconded by Cllr James. Cllr James then proposed that the accessibility path should be installed once the Kompan equipment was in place with any accessibility needs carried out at the same time. This was seconded by Cllr Saunders with all in favour. Any further work needed would then be considered once these items have been completed.
- 163.3 Councillors considered the safety bars which are required in front of the toilets and alongside the ramp to the assessable toilet. Cllr Green proposed that a maximum budget of £1500 be set for this work with delegation to the Clerk to organise the work with best value for the council. This was seconded by Cllr James with all in favour.

164 Close of Meeting.

This meeting closed at 8.35pm