

Kessingland Parish Council



Minutes of the
Kessingland Parish Council Meeting
At 7.00pm on Wednesday 11th October 2023
held in the Council Chamber, Marram Green

Members present:	Councillors D. Boyle (Vice Chair), R. de Brea, M. Dunne, N. Glendinning, I. Graham (Chair), A. Green, S. James J. McLean, B. Saunders & L. Truman
Other Cllrs in attendance:	Cllr M. Ladd
Others present:	None
Clerk to the Meeting:	N. Coleby (Parish Clerk) & D. Blowers (Admin & Committee Clerk)

102. Welcome

The Chair welcomed everyone to the meeting and explained the meeting protocol. The Nolan Principles were also discussed.

103. Apologies for Absence

Apologies for absence were received from Cllrs Carter & Cook. Acceptance of these apologies were proposed by Cllr Truman and seconded by Cllr McLean with all in favour.

104. Declarations of Interest

104.1 There were no Declarations of Disclosable Pecuniary, Other Registerable and Non- Registerable Interests from councillors on items on the Agenda and there are no written requests for dispensations for Disclosable Pecuniary Interests. A dispensation has been granted to Cllr Green in respect of his role as district councillor and Cllr Truman in respect of her .

105. Minutes of the Last Meeting

The minutes of the Parish Council meeting that were held on 12th July and 20th September 2023 have been circulated and Cllr Truman proposed they were adopted as an accurate record of the meeting. This was seconded by Cllr Dunne with all in favour, six for and four abstained.

An item which was deferred from the last meeting which has been missed off of this agenda for councillors who wish to become Phase councillors for the primary school was discussed. Cllr Truman is co-ordinating this and suggested it would be positive to

approve the councillors as official ambassadors.

The minutes for the 12th July have already been approved however whilst Cllr Green's dispensation had been noted the proposer, seconder and vote had not been recorded. The amendment has now been made which Cllr Graham proposed and Cllr Saunders seconded with all in favour.

106. 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.

106.1 Cllr Ladd noted that the council had an overspend of £22.3m due to additional costs related to covid and the cost of living crisis however in context with the annual budget and the fact that the council had been careful and built up reserves this was manageable. The council is concerned for the upcoming year as the growth in demand for social care and young people has risen sharply but the funds available have not. It is likely that the county council will need to raise their element of council tax by the maximum amount but there may still need to be savings found from other budgets and thereby limiting some services/provisions. He also noted that the Fire Control and call centre have been brought back into Suffolk, as although there had been benefits with a partnership with Cambridgeshire, local knowledge was recognised as beneficial to the operations support. Although Kessingland had not taken part in the Quiet Lanes scheme, it was felt to have been successful and the funding had been used up. Cllr Ladd reported that he had been liaising with the Clerk and Community Payback to look at work that can be done to the ditches at Griffith Close, probably in the Spring. The Chair thanked Cllr Ladd for his update and Cllr Ladd left in order to attend another parish council meeting in his ward.

106.2 Cllr Green provided an update on the district council. The new cabinet is developing their four year plan. Cllr Green has been appointed Chair of the Carlton Colville, Kessingland & Southwold Community Partnership and he reported that the next meeting would take place here on the 18th October.. He noted that development of the Boulton and Paul site in south Lowestoft for affordable housing was in progress. He also noted that he had enabling funding available which needs to be used up by the end of March. It was noted that the council were working with a couple of businesses to site new defibrillators on their sites and that funding towards them would be beneficial.

106.3 There were no members of the public present in this meeting and no comments had been received prior to the meeting.

107. Finance

107.1 It was noted that the minutes of the extra-ordinary meeting of the Finance & Governance Committee on the 29th September 2023 had not yet been received.

107.2 It was noted that as the council does not currently have the General Power of Competence any actions of the council which are not already within the council's remit has to be aligned to powers provided to the council under legislation. This includes monies provided to groups which is not an ongoing commitment made whilst the council had the General Power. This means that the council will have to consider S137 funding for any new grants. Section 137

is an amount set nationally which is multiplied by the electorate of the parish. For 2023/24 that figure is £9.93, the multiple of which electorate wise is greater than the amount in the council's budget for grants for the same period. The number on the electoral roll is 3,459 which at £9.93 per elector means that the most S137 the council would be able to spend in a given year would be £34,347.87.

- 107.3 Councillors considered an application from Kessingland Friendship Club for grant funding to continue its work in supporting the older members of the Kessingland community. This funding is for activities and not for administration. Cllr Graham proposed a donation of £500 which was seconded by Cllr McLean with all in favour.
- 107.4 It was noted that the second half of the precept for 2023-24 has been received from East Suffolk Council.
- 107.5 It was noted that a letter has been sent to one of the banks with whom the council has an account advising them that the council wishes to close the account and transfer the money to the council's main account. The Finance and Governance committee took this action under delegation provided to the Clerk and Chair of F&G at the time that the council moved its main accounts. This particular account was kept active and had money transferred into it in case there were any issues encountered during the change of accounts to ensure that the council would be able to function. The council had tried to transfer some of the money from that account but on each occasion the bank refused the payment stating that the signatures did not match the mandate. On the final attempt the signatures on the cheque were verified against the mandate held by the council and matched. The council moved the main accounts from that bank because of ongoing issues and, as the intention had been to close the account, a formal letter recording the vote and the minute reference has been sent. Any updates will be provided to F&G and to Parish Council.
- 107.6 It was noted that with regard to another of the council's accounts, the mandate changing signatories had not been actioned and the organisation had not contacted the council to advise that there was an issue. It is understood that correspondence may have been sent to a previous signatory for verification but they may not have opened any of the correspondence. A letter has been sent to that organisation detailing the minute references for the changes as well as evidence that the previous signatories were no longer involved with the council as was requested and it is hoped that this will resolve the matter. Any updates will be provided to F&G and to Parish Council.

108. Audit

- 108.1 It was noted that the External Audit and Report have been received and circulated. They were considered at the Finance & Governance committee who recommend approval of the Audit and Report. The items raised in the audit were noted however these were procedural rather than an issue with any of the council's accounts or records. It has also been noted that the council had taken note of the External Auditors report from the previous year and had put in place structures to prevent re-occurrence however three factors which were both unforeseeable and beyond the council's control had caused a repetition of the same procedural error. Should council be happy to approve the Audit and Report the RFO will prepare a report with recommendations to implement any

suggestions and overcome any issues raised in both the Internal and External Auditors reports.

109. Governance

- 109.1 It was noted that the Electoral Registration and Administration Act 2013 requires East Suffolk Council to complete a review of all Parliamentary polling districts and polling places every four years. A consultation is running until the 30th November regarding polling districts. At this time there are no anticipated changes to the Kessingland polling district for either parish or district elections however a change at county level will take effect at the time for the 2025 election however although the polling district will change, there are no plans for the Kessingland boundaries as a parish to be changed. The same is true in regard to next general election as the constituency boundaries and name will change but there are no plans for the parish of Kessingland and its boundaries to be altered. The consultation also covers the polling stations and is an opportunity for the district council or communities to consider changes to the locations of polling stations. Councillors are happy with the location and no input is planned.
- 109.2 Councillors considered whether they should organise an annual Pride of Kessingland award where the community could make nominations to recognise individuals or organisation which make a difference to Kessingland. Cllr Graham proposed to proceed with this combining with the work that is already being done on the freedom of the village. Cllr Boyle seconded with all in favour. It was suggested that awards could be made at the next AGM 2024.
- 109.3 Councillors considered a change to the allotment agreement regarding residency in the village. Options may include living or working within a certain distance from the village, having a number of allotments which are held for residents of the village, working with neighbouring parishes. There are a couple of other changes which are being considered which tenants can be notified at the time of renewal. Quotes for getting empty allotments cleared was suggested. Cllr Saunders proposed this to be brought to the Leisure committee. This was seconded by Cllr Dunne with all in favour.

110. Climate, Culture, Community & Development Committee

- 110.1 It was noted that the minutes of the 3CD meeting of the 2nd October have been circulated.
- 110.2 Councillors considered a proposal from 3CD that Cllr De Brea explore the formation of community energy/development CIC/CIO which would be separate from the council in order to develop potential projects within the village and attract funding which the council would not be able to access but would support. This was proposed by Cllr Saunders and seconded by Cllr McLean with all in favour.

111. Emergency Planning Committee

- 111.1 The minutes of the Emergency Planning committee of 27th September 2023 had been distributed and noted by Councillors.

112. Events & Communications

- 112.1 The minutes of the Events & Communications Committee meeting of the 26th September 2023 had been distributed and noted by Councillors.

113. Leisure & Amenities

- 113.1 The minutes of the Leisure and Amenities committee meeting of the 26th September 2023 had been distributed and noted by Councillors.

114. Personnel

- 114.1 Councillors noted the minutes of the extra-ordinary Personnel committee of the 6th September 2023 and the Personnel committee meeting scheduled for October has been postponed as that meeting would have been inquorate. The meeting will be re-arranged once staff appraisals have been completed.

115. Planning & Highways

- 115.1 The minutes of the Planning & Highways meetings of the 6th & 20th September and the 4th October 2023 were noted.
- 115.2 To consider matters relating to the drainage work both in respect of the car park and of the more major project being carried out by Suffolk County Council, Anglian Water and Suffolk Highways in the vicinity of the car park as well as maintenance and options regarding the Church Road car park itself. (Some items of which may be confidential).
This item will be dealt with in the confidential section (121.1)

116. Reports on Council Projects

- 116.1 To consider the best options for progressing funding to facilitate the improved usage of Marram Green as a community hub by accessing grant funding for the replacement partition and doorway between the library and the café as well as other matters relating to Marram Green. (Confidential)
This item will be dealt with in the confidential section (121.2)
- 116.2 To consider options regarding bins on the Prom following correspondence with East Suffolk council. (Confidential)
This item will be dealt with in the confidential section (121.3)
- 116.3 Councillors noted that an initial site meeting took place on the 5th October with the landscape architect recommended to the council. The next stage will be for the landscape architect to get back to the council with a formal quote for the producing a design along with a rough outline of what has been discussed so far.

117. Other Council business

- 117.1 Councillors considered contacting Anglian Water and Essex and Suffolk Water with regard to issues with fluvial flooding and sewage backflow which have been identified following planning application in the village. Cllr Green thanked Cllrs Carter & Truman for all their work on this issue and action was proposed by Cllr Saunders and seconded by Cllr Truman with all in favour.
- 117.2 Councillors considered whether the council should become a White Ribbon Supported Organisation and consider gaining White Ribbon accreditation. Councillors considered the suggestion but felt that signing up to White Ribbon accreditation should not be actioned as the accreditation only dealt with abuse to women and that men suffered domestic abuse as well.
- 117.3 It was considered whether the council should take sign up to the Fair Tax declaration and consider accreditation. Cllr de Brea will research and bring back to the next meeting.

- 117.4 Councillors considered a request from residents for a tree to be planted in recognition of the life and service of Queen Elizabeth II. Cllr Graham requested this item to be left until after the Badger development when a location can be discussed.
- 117.5 To note that a letter has been sent in regard of the agenda item at the last meeting proposing that the council should take ownership of a piece of public space in the village and to consider a timetable for any further action. (Confidential)
This item will be dealt with in the confidential session (121.4)
- 117.6 Councillors considered sending a delegate to the SALC conference in Ipswich. Cllr De Brea who is also the SALC representative will attend on 29th November. This was proposed by Cllr Graham and seconded by Cllr Boyle with all in favour.
- 117.7 It was decided to formally announce and record the information briefed in confidential session at the last meeting (due to an embargo on the release of the information) that Kessingland have been awarded Joint Best Large Village in Suffolk 2023 alongside Thurston.

118. Reports from Councillors & Officers Relating to representative roles.

- 118.1 No reports have been submitted this month.

119. Date of Next Meeting

The date of the next meeting will be 8th November 2023 at 7.00pm at Marram Green.

120. Items for the next agenda

The last date for notifying the Clerk of items for the agenda will be the 5.00pm on the 27th October 2023.

121. 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.

This was proposed by Cllr Graham and seconded by Cllr McLean with all in favour.

122. Close of Meeting

This meeting closed at 21.00pm.