



Minutes of the
Kessingland Parish Council Meeting
At 7.00pm on Wednesday 20th September 2023
held in the Council Chamber, Marram Green

Members present: Councillors D. Boyle (Vice Chair), C. Carter, C. Cook, M. Dunne, J. McLean & L. Truman.
Other Cllrs in attendance: None
Others present: None
Clerk to the Meeting: N. Coleby (Parish Clerk) & D. Blowers (Admin/Committee Clerk)

81. **Welcome**

The Chair, Cllr Boyle, welcomed everyone to the meeting and explained the meeting protocol.

82. **Apologies for Absence**

Apologies for absence were received from Cllrs de Brea, Glendinning, Graham, Green, James & Saunders. Acceptance was proposed by Cllr Cook and seconded by Cllr Dunne with all in favour.

83. **Declarations of Interest**

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.

84. **Minutes of the Last Meeting**

The minutes of the 12th July have been circulated and this was proposed by Cllr McLean and seconded by Cllr Truman with all in favour. However, the minutes of the 6th September will now come to the October meeting.

85. **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.

85.1 Cllr Ladd had been intending to attend the meeting until the last minute and so a report had not been received.

- 85.2 Cllr Green had sent his apologies and had provided a report. One of the matters raised was that application for the Warm Welcome Scheme needed to be in by Friday. Councillors discussed applying for funding for Marram Green to be a Warm Welcome Community Hub. The consensus was that an application should be submitted and the Clerk and Cllr Carter would complete and submit the application the next day. Although it is an extra demand of time and resources, it would place Marram Green up as a Community Hub and would tie into funding for the Library/Café doors. The lounge and café are already being used by groups supported by the parish council and the library and this model has been successful elsewhere.
- 85.3 There were no members of the public present in this meeting and no comments had been received prior to the meeting.

86. Co-option of Councillor

This item was deferred to the October meeting.

87. Finance & Audit

- 87.1 The minutes of the Finance & Governance Committee meetings of the 2nd and 23rd August 2023 had been distributed and were noted.
- 87.2 It was noted that the Internal Audit and Report were approved at the Extraordinary meeting of the 6th September and that all paperwork for the External Audit has been submitted before the final deadline.
- 87.3 It was noted that the new financial system is nearly online and the Clerk and Deputy Clerk are undergoing training. The new system is cloud based which does not restrict it to a single user and there are various levels of access to the system, one of which is a read-only access. It is intended that all councillors and staff will be given this access as it makes the finances of the council more transparent and also allow councillors insights into budgets when spending is being considered.
- 87.4 A recommendation from the Finance & Governance committee that Cllr Glendinning be appointed as an additional signatory on council accounts was proposed by Cllr McLean and seconded by Cllr Cook with all in favour.
- 87.5 It was noted that the requirements set by the council at its last ordinary meeting in respect of mobile phone contracts (12-month warranty on the phone and a maximum of a 12-month contract on the sim) were achieved along with a 25gb download and free calls and texts with data rolled over for £10 per month.
- 87.6 It was noted that the first meeting of the Budget Working Group has taken place. The core membership of the committee is Cllrs Glendinning, Graham, Green and James as they were the expressions of interest received however any councillor can attend. The committee has requested that all committees consider any anticipated spending which is outside of their normal budget and advise the working group by their October meeting if possible.

88. Governance

- 88.1 As the co-option had not take place and there were no requests from existing councillors to join other committees, there was no action to be taken.
- 88.2 Councillors considered the draft Defibrillator Policy and agreed that training for councillors and staff should be arranged. It would not be mandatory for anyone to do the training however it would be encouraged. This could then be highlighted and opportunities for training be considered for people at the

venues where the defibrillators are sited and also for anyone within the Kessingland community. This was proposed by Cllr McLean and seconded by Cllr Truman with all in favour.

88.3 It was noted that the amendments made to the Reserves Policy will come to a future meeting.

89. Climate, Culture, Community & Development Committee

89.1 It was noted that there have been no meetings of this committee since the last minutes were received.

90. Emergency Planning Committee

90.1 It was noted that there have been no meetings of this committee since the last minutes were received.

91. Events & Communications

91.1 The minutes of the Events & Communications Committee meeting of the 31st July and the 22nd of August had been distributed and were noted by Councillors.

91.2 It was noted that the re-opening of the Youth Club has been delayed due to the recruitment of another Youth Leader. The closing date for applications was the 12th of September and interviews are being arranged in order to progress matters so that Youth Club can re-open safely. Once this post is filled then the emphasis will move to recruiting volunteers.

91.3 A suggestion had been made about holding an event to commemorate the laying of the American WW2 plaque at the War Memorial. The plaque was unveiled in 2010 but unfortunately many of those from the States who wished to attend were unable to do so due to travel restrictions imposed by the eruption of an Icelandic volcano. There was a major celebration which involved an honour guard from USAFE with an official salute and the service was run by the bishop. The BBC covered the event and a DVD was recorded of the event. A further event was held in 2011 which the majority of relatives from the USA attended and coincided with the Royal wedding that year. Councillors were happy that this event had been extremely well dealt with at the time and noted that no further action was required.

92. Leisure & Amenities

92.1 The minutes of the Leisure and Amenities committee meeting of the 18th July 2023 had been distributed and noted by Councillors.

92.2 It was noted that the Leisure and Amenities Committee had asked that the difference in costs between the quote and invoice be raised at parish council. It was explained that there had been a misunderstanding and the quote had been prepared for seating to be set into the ground however a subsequent discussion had noted that the seating would be easier to site and maintain if the main units were on concrete slabs. The decision had needed to be taken on the spot due to contractual issues and a very limited timeframe. With this explanation, acceptance of the costs was proposed by Cllr. Dunne and seconded by Cllr. Cook with all in favour.

92.3 This item was dealt with at agenda items 100.1 in the Confidential section.

93. Personnel

- 93.1 This item was dealt with at agenda item 100.2 in the confidential section.
- 93.2 It was noted that following the meeting a report has been produced which shows which member of office staff is responsible for committees and areas of work. This is a working document as it shows how work is being divided and who would be responsible now and over time. It was noted that work cannot simply be transferred as knowledge and training are needed for all the members of staff.
- 93.3 It was noted that the minutes of that meeting will come before the next meeting of the Parish Council due to time restraints.

94. Planning & Highways

- 94.1 The minutes of the Planning & Highways meetings of the 26th July 9th August, 23rd August had been distributed and noted by Councillors and it was noted that the minutes of the 6th September will come before the next meeting of the Parish Council.

95. Reports on Council Projects

- 95.1 Councillors noted that the Kessingland Youth Culture Joint Committee met and that the fundraising in the first year had brought in just over £1000. Council has already approved the fund under general power of competence so no new policy is required regarding the fund and the agreement covers a reducing contribution from the council as fundraising increases with the aim of the fund being self-sufficient in around five years. The agreement also reflected that the fund would grow in line with current inflation each year. Therefore, in line with the agreement the funding required this year would be £4,500. The school is preparing a formal report for what has happened in the school year 2022-23 and also the full agenda and anticipated use of funds for 2023-4. This was proposed by Cllr Cook and seconded by Cllr McLean with all in favour.
- 95.2 To consider an invitation from the school for councillors to become involved with the different phases of the school. Each phase is made up of two-year groups and there are currently four phase groups. Councillors who are interested will need to have a DBS check carried out by the school and attend a two-hour long safeguarding training session. Depending on the number of volunteers this could be a single councillor per phase or more. Councillors would be invited into the school for certain events and activities with the children as well as going on the school trips with them. Cllr Truman is acting as lead on this matter. This item was deferred until the next meeting.
- 95.3 It was noted that a quote has been received in respect of the bench for the school and for the two benches for the prom and the memorial bench. As these were specific benches which could only be obtained from the supplier concerned there was no possibility of going out for multiple quotes and therefore there was only the single quote to be considered. Cllr McLean proposed progressing these benches which Cllr Truman seconded with all in favour.
- 95.4 It was noted that the application for funding for the Library doors has not progressed due to the summer holiday period. A date for a meeting to progress this is currently being set.
- 95.5 It was noted that a follow up email to East Suffolk regarding the placing of bins on the prom had been sent in August and had no response so a follow-up was sent to the officer who we are dealing with. Cllr Green has been copied into

emails. If there is no response then a request for information will be sent to her manager.

- 95.6 It was noted that following the installation of the WWI memorial, the condition of the American plaque was shown up. The plaque has been cleaned and following research, the text has been re-painted by the council's GF with the correct paint. Councillors wished their thanks and appreciation to the general factotum for this outstanding work.
- 95.7 It was noted that arranging a date to meet with the Landscape Architect over the summer was not possible but a date has now been arranged for Thursday 5th October at 10am.
- 95.8 A meeting with Suffolk FA to carry out an assessment of the pitches at Francis Road in order to apply for a Pitch Improvement Grant was held up due to the club planning to move to three pitches. At the moment they are waiting on the third set of goals and also for the original sunken post holders to be removed. Both of these are scheduled to be considered by Leisure & Amenities and Finance & Governance next week. Once the post holders are removed, the new pitches can be laid out, even without the goals, and Suffolk FA can meet with the council to assess the condition of the pitches and what funding may be available. A quote for weekly grass-cutting has been received however before progressing any action regarding this, advice is being sought from the FA and other local grounds persons.

96. Other Council business

- 96.1 Persistent & Vexatious Complainant
This item was dealt with at agenda item 100.3 in the confidential section.
- 96.2 To consider whether the council should become a White Ribbon Supported Organisation and consider gaining White Ribbon accreditation. Due to the number of apologies this was deferred until the next meeting.
- 96.3 To consider whether the council should take sign up to the Fair Tax declaration and consider accreditation. Due to the number of apologies this was also deferred until the next meeting.
- 96.4 This item was dealt with at agenda item 100.4 in the confidential section.
- 96.5 This item was dealt with at agenda item 100.5 in the confidential section.

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

- 97.1 There are no reports this month.

98. Date of Next Meeting

The date of the next meeting will be 11th October 2023 at 7.00pm at Marram Green.

99. Items for the next agenda

The last date for notifying the Clerk of items for the agenda will be the 5.00pm on the 2nd October 2023.

100. 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 McLean and seconded by Cllr Cook with all in favour,

- 100.1 It was noted that the key to main gate were being provided to hirers of facilities. It was felt that although this may be acceptable where there is a regular ongoing hirer, provision of council keys to any one off, short term or new hirers should not happen with the express permission of the parish council in advance. One recent hirer left the playing field unlocked, disturbed Francis Rd residents and left a large amount of rubbish on site. It was agreed that the council's concerns would be raised by the council's reps in the first instance.

At this point the Admin & Committee Clerk left the meeting

- 100.2 The recommendation from the extra-ordinary meeting of the Personnel committee of the 6th September 2023 regarding staffing and office opening was considered. (Unfortunately the briefing from the Chair of Personnel was not circulated due to a clash of meetings). Cllr Boyle proposed that the recommendation be implemented starting on the 1st October with the first Friday opening happening once the new office mobile phone is on site with a review at the end of six months. This was seconded by Cllr Truman with all in favour.
- 100.3 Persistent & Vexatious Complainant
It was noted that the individual was still sending multiple emails daily both to the office and councillors. Those being sent to the office are being redirected into a file without being opened. Under the terms of the policy the six-month period for review runs from the last contact and if contact does not cease then the review date will move further into the future. Concerns were raised concerning whether the individual understood the process and it was noted that it had been fully explained in the letter and that it was not the first time that this individual had needed to be placed under the policy.
- 100.4 A formal presentation had been prepared for this item however the power point could not be uploaded and so a paper presentation was provided. This caused some issues with the clarity of the matter being discussed however it was agreed that in the first instance both the individuals concerned as well as the landowner would be contacted by the council to draw attention to the matter and see if that led to an amicable resolution. If there is not the desired outcome then the parish council would consider the situation further.
- 100.5 It was noted that a local business has offered to supply/pay for some outside solar lights to be placed in the beacon so they can provide the effect of a lit beacon throughout the year. Cllr Cook proposed that the offer be taken up and that a letter of thanks should be sent to the business, this was seconded by Cllr McLean with all in favour.
- 100.6 Councillors noted that some very good news had been received from SALC, Suffolk County Council and Community Action Suffolk however that the information was embargoed until the 25th September. It was noted that the item would be officially announced at the start of the next meeting.

101 Close of Meeting

This meeting closed at 21.05pm.