

Kessingland Parish Council



Minutes of the Kessingland Parish Council Meeting At 7.00pm on Thursday 15th February 2024 held in the Council Chamber, Marram Green

Members present:	Councillors C. Carter, C. Cook, M. Dunne, N. Glendinning, I. Graham (Chair), A. Green, S. James J. McLean & L. Truman
Other Cllrs in attendance:	None
Others present:	Two members of the public
Clerk to the Meeting:	S. Hogg (Deputy Clerk) & D. Blowers (Admin & Committee Clerk)

164. Welcome

The Chair welcomed everyone to the meeting and explained the meeting protocol.

165. Apologies for Absence

Apologies for absence were received from N. Coleby (Clerk), Cllrs R. de Brea, M. Ladd and B. Saunders. Acceptance of these apologies were proposed by Cllr McLean and seconded by Cllr Truman with all in favour.

166. Election of Vice-Chair

It was noted that Cllr David Boyle resigned from the council and the official paperwork will be completed with the Elections team at East Suffolk Council. Cllrs considered electing a Vice-Chair. Cllr Carter was proposed to become Vice-Chair of the council until the AgM in May 2024 by Cllr Truman and seconded by Cllr Cook with all in favour.

167. Declarations of Interest

To receive Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from Councillors on items on the Agenda and to note that there are no written requests for dispensations for Disclosable Pecuniary Interests. Dispensations have been granted to the following:

- Cllr Green in respect of his role as district councillor.
- Cllr McLean in respect of Kessingland Sports & Social Centre & Kessingland CofE Primary Academy.
- Cllr Truman in respect of Kessingland Help in Need Trust

Cllr McLean declared interest – Items no. 177.3 & 177.4
& Non pecuniary interest - Item 172.3

168. Minutes of the Last Meeting

The minutes of the Parish Council meetings that were held on 11th October & 8th November 2023 and the Extra-Ordinary meetings held on the 13th December 2023 & 15th January 2024, have been circulated and Cllr Glendinning proposed they were adopted as an accurate record of the meetings. This was seconded by Cllr Truman with all in favour.

169. 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.

169.1 A report from Suffolk County Council Councillor Michael Ladd was received.

169.2 Cllr Green provided a report from East Suffolk Council and inform council that any funding applications must be submitted by 29th February.

169.3 Two members of the public addressed the council and express their concerns regarding the climate crisis and stated they would like to work together with the Kessingland community to build a plan regarding how they could help make a difference.

170. Finance

170.1 It was noted that the minutes of the extra-ordinary meeting of the Finance & Governance Committee on the 29th September 2023 and the ordinary meetings of the 1st November, 22nd November and 20th December 2023 had been circulated.

170.2 Councillors noted that the minutes of the 7th February 2024 meeting will come to the next meeting of the parish council.

170.3 It was noted that the Clerk/RFO is still following up with two of our banks to resolve mandate and other issues. An official complaint needs to be put in before going to the Ombudsman.

171. Audit

171.1 To receive a report from the RFO regarding the outcome of the Internal and External Audits and consider appropriate action.
This item will be deferred to the next meeting.

172. Governance

172.1 Cllr Truman's decision to step down as Liaison Officer with Kessingland Church of England Primary School was noted. Cllr James proposed that Cllr Carter should replace her in this role and this was seconded by Cllr McLean with all in favour.

172.2 Cllr James proposed setting up a working group that would report directly to Parish Council and would research, consult and meet with Anglian Water and other relevant bodies in regard to the state of the sewage and drainage systems in the village. This was seconded by Cllr Truman with all in favour.

172.3 Councillors discussed setting up a Climate Forum to bring together members of the community as well as the council and other interested parties. Cllr De

Brea has done a lot of work on developing links for the council with regard to climate action which can be done at community level and has a small core group who would like to build on developing a Kessingland Climate Plan. It is recognised that this is not a project which the council can tackle alone and wider input and expertise would be beneficial. It is hoped that the forum can be built off of the back of this. The group were invited to do a presentation at the Annual Meeting of the Parish that will be held on 5/4/24, as a way of publishing the group and it would be announced that a public meeting will be held to inform members of the public that such a group is being formed. The group has requested some funding for them to produce leaflets, approximate 2000 to advertise this meeting. A budget of £500 was proposed by Cllr Glendinning, this was seconded by Cllr James with all in favour.

- 172.4 To note that information has come to light which suggests that the council has not managed its obligations in respect of an external body with due diligence and consideration. (Confidential)
This item will be dealt with in the confidential section (Item 184.2)
- 172.5 To consider matters relating to the Grant Policy (Confidential)
This item will be dealt with in the confidential section (Item 184.3)
- 172.6 It was noted that due to Cllr Boyle's resignation there is a vacancy for a Marsh Warden.
- 172.7 It was noted that due to Cllr Boyle's resignation there is a vacancy for a Beach Warden North.
- 172.8 It was noted that due to Cllr Boyle's resignation there is a vacancy for Village and Beach Clean-up co-ordinator.
- 172.9 It was noted that due to Cllr Boyle's resignation there is a vacancy for Chair of the Events & Communications Committee.
- 172.10 It was noted that due to Cllr Boyle's resignation there is a vacancy for Deputy Emergency Co-ordinator.
Due to Cllr Boyle not sending in a written resignation letter the above vacancies can not be filled as present.
- 172.11 It was noted that the council does not have any applications for co-option which are active.

173. Climate, Culture, Community & Development Committee

- 173.1 It was noted that the minutes of the 3CD meeting of the 2nd October 2023 were received and that the meeting of the 23rd November did not take place.
- 173.2 The next meeting for this committee is scheduled for 11th March.

174. Emergency Planning Committee

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

175. Events & Communications

- 175.1 The minutes of the Events & Communications Committee meeting of the 26th September, 24th October and 28th November had been distributed and noted by Councillors.
- 175.2 It was noted that the minutes of the meeting for the 6th February will come to the next meeting.
- 175.3 It was noted that the sending out information to every property in the parish would cost £310.10 + VAT via Royal Mail. Cllr McLean proposed using this method to send out the survey and other information which would be beneficial

to the community both now and in the future. This was seconded by Cllr James with all in favour.

176. Leisure & Amenities

- 176.1 The minutes of the Leisure and Amenities committee meetings of the 26th September and the 21st November 2023 had been distributed and noted by Councillors.

177. Personnel

- 177.1 Councillors noted the minutes of the extra-ordinary Personnel committee of the 6th September, 20th October & 5th December 2023.
- 177.2 It was noted that the minutes of the 7th February 2024 would come before the next meeting of the parish council.

Councillor McLean left the meeting.

- 177.3 Councillor Green proposed a standard staff contract which has been recommended for approval by the Personnel and Finance & Governance Committees. This was seconded by Cllr Truman with all in favour.
- 177.4 It was noted that the Personnel Committee has made some recommendations with regard to increases in some members of staffs pay scales due to them taking on additional responsibilities. There are also some recommendations for pay scale increases related to successful completion of training. Councillor Glendinning proposed to accept the Personnel committees recommendation, which Cllr James seconded with all in favour.

Cllr McLean returned to the meeting and a 10 minute comfort break was then taken.

178. Planning & Highways

- 178.1 The minutes of the Planning & Highways meetings of the 18th October; 1st, 15th & 29th November; 13th and 27th December 2023; as well as the 10th & 24th January 2024 were noted
- 178.2 It was noted that the minutes of the 7th February 2024 will come to the next meeting.
- 178.3 It was noted that due to escalating costs caused by other utilities being in the vicinity of the Church Road Drainage project, the project has been put on hold until funds can be identified. All current funding is committed up until 2025.

179. Reports on Council Projects

- 179.1 It was noted that East Suffolk has reported that no funding has ever been allocated to progression of Boardwalks for Kessingland and Southwold despite information provided to the parish council. Cllr James proposed liaising with Southwold Town Council to formally request that a joint working group be set up with East Suffolk Council to look into developing a project and potential funding opportunities with East Suffolk Council's Asset and Economic Development Teams. This was seconded by Cllr McLean with all in favour.
- 179.2 To note that a meeting was set up for the different organisations in Marram Green. Unfortunately only the Library and the Parish Council attended as well as an officer from Suffolk County Council who deals with libraries and funding. The main topics which were discussed were the replacement of the doors

between the Library and the Café, the removal of the trade waste bin by East Suffolk Services and consideration of what is included in the original individual leases and newer leases and the potential of a Memorandum of Understanding regrading certain clauses. (Confidential)

180. Other Council business

180.1 it was noted that following Storm Babet and the near flooding in areas of the village Cllr Ladd and the parish council with the help of Community Payback had the ditch to the east of Griffith Close cleared. On the final day of this work East Suffolk arrived with a digger and also deepened the ditch and cleared a ditch north of Griffith Close however the two ditches were not joined. They also did not tackle the middle section of the ditch system which still had water in it as there is an earth blockage part of the wat along. Essex and Suffolk Water also attended and jetted around the entrances to the culvert but it is not clear whether the culvert is blocked or not. The work that has been done will reduce risk however there is action which is needed to complete the work and ensure that all of the risks are reduced.

- Clear the middle section of the ditch system to ensure that water from there can reach the Rider Haggard surface water drain.
- Clear the debris out of the bottoms of the other ditches so that the next heavy rain does not result in the debris blocking the system.
- Ensure that the surface water drain into Griffith Close has bars or a grid to prevent wild or domestic animals accessing it and drowning.
- Have Anglian Water or Essex and Suffolk water check the culvert and verify if there is any blockage and clear it if necessary.
- Add it to the items being considered by the Drainage Committee so speak to East Suffolk and other agencies to ensure that the ditches and culvert are checked annually and that East Suffolk Housing set up a clearance schedule for every two years and not four as they have suggested is needed.

If this can be achieved it should reduce risks significantly unless any further burden is added to the system.

180.2 It was noted that the moving of the bins on the prom to alongside the concrete post by the small parking area has been agreed and hopefully should be actioned soon. If there is no action then further follow up will be carried out. The council is also waiting on quotes for installing the benches and this will be followed up.

180.3 It was noted that residents were concerned regarding the removal of the post box and lack of access to the telecoms box. Thanks to a combined effort between the council and the developer access to the telecoms cabinet has been made possible and the post box will be returned to site by Royal Mail as soon as possible (this could be a couple of months unfortunately).

180.4 It was noted that following submission of a formal complaint to East Suffolk Council on behalf of the Planning Committee relating to planning decisions within the village, a meeting will be taking place with the Leader, Chief Executive and senior officer from East Suffolk Council.

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

181.1 It was noted written reports have been submitted this month.

182. Date of Next Meeting

It was noted that the date of the next meeting will be 13th March 2024 at 7.00pm at Marram Green.

183. Items for the next agenda

It was noted that last date for notifying the Clerk of items for the agenda will be the 5.00pm on the 4th March 2024.

184. Exclusion of the Press & Public

Councillor James 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. Cllr Graham seconded this with all in favour.

172.4 It was noted that information has come to light which suggests that the council has not managed its obligations in respect of an external body with due diligence and consideration. Cllr Graham proposed that a meeting will be arranged with the council and the external body, this was seconded by Cllr James with all in favour.

172.5 Matters relating to the Grant Policy were deferred to the next meeting.

185. Close of Meeting

Meeting closed at 9.05pm.

Parish Council

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