



Minutes of the  
**Kessingland Parish Council Meeting**  
At 7.00pm on Tuesday 18th June 2024  
held in the Council Chamber, Marram Green

<b>Members present:</b>	Councillors K. Archibald, C. Carter, C. Cook, N. Glendinning, A. Green, S. James, J. McLean & B. Saunders
<b>Others present:</b>	Three members of the public
<b>Clerk to the Meeting:</b>	S. Hogg (Deputy Clerk) & D. Blowers (Admin/Committee Clerk)

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*It was noted that two members of the public wanted to discuss an item that was not on the agenda. Therefore Cllr Saunders proposed to suspend the councils standing orders to enable this item to be discussed. This was seconded by Cllr Glendinning with all in favour.*

### 33. Welcome

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

### 34. Apologies for Absence

Apologies for absence were received from Cllr de Brea, Graham, Hood & Ladd with acceptance proposed by Cllr McLean and seconded by Cllr Cook with all in favour.

### 35. 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.
- Cllr McLean in respect of Kessingland Sports & Social Centre & Kessingland CofE Primary Academy.
- Cllr James in respect of Kessingland CofE Primary Academy.
- Cllr Carter in respect of Kessingland CofE Primary Academy.

### 36. Minutes of the Last Meeting

The minutes of the Parish Council meetings that were held on 15<sup>th</sup> February & 14<sup>th</sup> March 2024 have been circulated and Cllr Saunders proposed they were adopted as an accurate record of the meetings. This was seconded by Cllr Glendinning with all in favour.

### 37. 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.*

- 37.1 No report from Suffolk County Council was submitted.
- 37.2 Cllr Green provided a report from East Suffolk Council regarding the fencing off of land in Lloyds Avenue which has now been referred to East Suffolk Enforcement. Also the Green Lane steps are not to be used as they are broken and are awaiting a Health & Safety report. Cllr Green will go to the head of planning services to alert they need to be mended asap as they are part of the coastal path.
- 37.3 Two members of the public addressed the council to express their concerns also regarding the broken steps at Green Lane.

## 38. Finance

- 38.1 It was noted that the minutes of the Finance & Governance Committee held on held on 7<sup>th</sup> February, 6<sup>th</sup> March, 27<sup>th</sup> March, 1<sup>st</sup> May 2024 had been circulated.
- 38.2 Cllrs considered a transfer of funds from the Unity Deposit account to the Unity Current account to cover outgoings including staff wages. Cllr Green proposed an amount of £15,000 to be transferred. This was seconded by Cllr McLean with all in favour.

## 39. Audit

- 39.1 It was noted that all documents have been submitted for the internal audit.
- 39.2 Cllrs considered the Annual Governance Statement 2023-24. Voting was as follows:
  - Item 1. Cllr Glendinning proposed YES Cllr McLean seconded with all in favour.
  - Item 2. Cllr McLean proposed YES Cllr Green seconded with all in favour.
  - Item 3. Cllr Cook proposed YES Cllr Glendinning seconded with all in favour.
  - Item 4. Cllr Green proposed NO Cllr McLean seconded with all in favour.
  - Item 5. Cllr Green proposed YES Cllr Glenning seconded with all in favour.
  - Item 6. Cllr Cook proposed YES Cllr Saunders seconded with all in favour.
  - Item 7. Cllr Cook proposed YES Cllr McLean seconded with all in favour.
  - Item 8. Cllr Glendinning proposed YES Cllr McLean seconded with all in favour.
  - Item 9. Cllr Glendinning proposed N/A Cllr Carter seconded with all in favour.
- 39.3 Cllrs considered the Accounting Statements for the financial year 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. Voting was as follows:
  - Item 11a. Cllr Saunders proposed NO Cllr Glendinning seconded with all in favour.
  - Item 11b. Cllr Saunders proposed N/A Cllr McLean seconded with all in favour.
- 39.4 Cllr Green proposed acceptance of the bank reconciliation as of the 31<sup>st</sup> March 2024. This was seconded by Cllr Carter with all in favour.

Cllr James formally thanked the office staff for all the hard work they had put into the completion of the audit and for their ongoing efforts to bring things up to date.

## 40. Governance

- 40.1 It was noted that all council policies will be sent out in the coming weeks to the Chair of the relevant committees to be reviewed.
- 40.2 Cllrs considered the merge of the following Council Committees.
  - Personnel, Finance & Governance
  - Leisure & Amenities, Events & Communications, Emergency Planning & Climate, Culture, Community & Development

Cllrs noted that Personnel and F & G are unable to merge and would have to stay as separate committees as “Personnel Committee” and “Finance & Governance Committee” with the remainder combining as the “Leisure, Community & Engagements Committee”. Cllr Green proposed to keep the quarterly Highways meetings even if there were no planning applications to be discussed at that meeting. Cllr Cook seconded this with all in favour.

#### 41. Personnel

41.1 Councillors considered the recommendation from the Personnel Committee for the appointment of the Senior Youth Leader which Cllr Glendinning proposed acceptance of and Cllr Green seconded with all in favour.

#### 42. Planning & Highways

42.1 The minutes of the Planning & Highways meetings of the 17<sup>th</sup> & 25<sup>th</sup> April and 15<sup>th</sup> & 29<sup>th</sup> May 2024 had been distributed and noted by Councillors

42.2 It was noted that the Keep Clear sign that was installed in error on Kipling Close has now been removed.

#### 43. Other Council business

43.1 It was noted that Council has again been awarded the Blue Flag for the beach.

43.2 Councillor James informed council that the Headmaster of Kessingland Primary School would be leaving at the end of summer term. The council acknowledged all the good work that he had done with the school and the relationship that had formed with the KPC and may it continue.

#### 44. Date of Next Meeting

The date of the next meeting will be Wednesday 10<sup>th</sup> July 2024 at 7.00pm at Marram Green.

#### 45. Items for the next agenda

The last date for notifying the Clerk of items for the agenda will be the 5.00pm on the 1<sup>st</sup> July 2024.

#### Exclusion of the Press & Public

Councillor McLean 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 Green seconded this with all in favour.

#### 46. Close of Meeting

This meeting closed at 20.57pm.