

# Kessingland Parish Council



## Minutes of the Leisure & Amenities Meeting at 10.00am on Tuesday 20<sup>th</sup> June 2023 held in the Council Chamber, Marram Green

**Members present:** Councillors C. Cook, M. Dunne, I. Graham, J. McLean & L. Truman

**Other Cllrs in attendance:** None

**Others present:** None

**Clerk to the Meeting:** N. Coleby (Clerk) D. Blowers (Admin/Committee Clerk)

---

### 1. Chairs Welcome

Cllr Dunne welcomed everyone to the meeting and explained the meeting protocols.

### 2. Election of Chair

Cllr McLean proposed that Cllr Dunne is elected as the Chair of the Leisure & Amenities Committee, this was seconded by Cllr Truman with all in favour.

### 3. Welcome

The new chair of the committee thanked the committee members for their election.

### 4. Election of Vice-Chair

Cllr Cook proposed that Cllr McLean is elected as the Vice-Chair of the Leisure & Amenities Committee. This was seconded by Cllr Truman and unanimously agreed.

### 5. Apologies for Absence

There were no apologies to receive as all committee members were present.

### 6. Declarations of Interest

6.1 There were no Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and it was noted that there are no written requests for dispensations for Disclosable Pecuniary Interests nor dispensations granted.

### 7. Minutes of the Last Meeting

Cllr Cook proposed the minutes of the Leisure Committee meeting that was held on 16<sup>th</sup> January 2023 be adopted as an accurate record of the meeting. This was seconded by Cllr McLean with all in favour.

## 8. Public Forum

There had been no comments received from the public.

## 9. Allotments

### General Matters

- 9.1 It was noted that there have been some issues regarding some unattended allotment plots at St Edmunds East. This has been verified and letters have been sent to the tenants involved along with a second request to see if anyone would like to be a representative for their site. A site visit is planned for July with the Clerk, Deputy Clerk and the member of staff who deals with allotment inspections to ensure that everyone knows what is being reviewed each month and Councillors Dunne & McLean expressed a wish to attend as well. Councillors are also looking at getting some form of weed control that can be put onto other allotments, that are not being maintained, in order that it does not affect the others.
- 9.2 It was noted that a meeting of the site representatives will be scheduled for July and any Councillors who wish to be involved will be advised of the meeting.

## 10. Francis Road

### Maintenance/Improvements

- 10.1 It was noted there have been at least two incidents of vandalism at KSSC which have been caught on CCTV and the police have been made aware.
- 10.2 It was noted that a quote for the installation of benches, mushrooms and bin has been received from our contractor at a cost of £800 and should be completed in July. Cllr McLean proposed that the council goes ahead with the work at a maximum cost of £800. This was seconded by Cllr Graham with all in favour.
- 10.3 It was noted that a meeting is being organised with the CEO of East Suffolk Services with regards to the services that Norse have provided to the council, specifically grass cutting to Francis Road and play area, commercial waste and play equipment inspections.
- 10.4 It was noted that a meeting will be arranged with the football club and Suffolk FA to discuss arrangements regarding Francis Road.
- 10.5 Councillors noted that a request had been received from a resident to plant some hedging materials on the southeast corner of Francis Road between the farmers field and Francis Road. It was noted that this could be beneficial however the council would consider the appropriate hedging and planted in the autumn.
- 10.6 Councillors considered measures which could be taken to prevent access to the flat roof of the garage and the container. It was noted that a gutter surround for the garage was being investigated as it would provide an outward projecting structure which would be harder to climb. It is impossible to prevent climbing of the container as the climbers are using the locking mechanism on the container doors as handholds and footholds and are therefore essential to the use of the container. Anti-climb paint was discussed however it has been used on site and has not been effective, additionally using it on the opening mechanism of the container would mean that anyone attempting to open the container would have greater difficulty and would not be able to avoid contact with the paint.

- 10.7 It was noted that potential grant funding had been identified for improvements at Francis Road which could have a positive impact on energy efficiency on site, both for the Council and KSSC. Advice is being sought on the right technology and products so that a bid can be produced.

## 11. Play Equipment

### 11.1 Inspections & Maintenance

It was noted that a complaint had been received regarding the musical equipment at the Church Road play area. Councillors suggested examining the placement of CCTV to monitor the situation and signage put up in the area. It was noted that this matter is on the agenda for Parish Council.

- 11.2 It was noted that the accessible path at Church Road is waiting on confirmation of a date and an agreement on additional matting around the junior swings. The committee noted that the path had already been approved by Parish Council. It was agreed to recommend to the Finance and Governance meeting that it would be sensible to progress the swing matting at the same time as the accessible pathway as it would enable the accessible swing to be reached from the pathway.

## 12. Noticeboards

### Council Notice Boards

- 12.1 Councillors considered a notice board could be added to the bus shelter in Field Lane outside the school as information is already being put up there. Cllr Cook proposed a maximum budget of £250, this was seconded by Cllr Truman with all in favour.
- 12.2 Councillor Cook proposed the potential usage of the brick and timber bus shelter in the High Street as buses no longer stop there and this could be made into some kind of information entire/village feature. Cllr Dunne seconded the motion with all in favour.
- 12.3 It was considered that the finalising of designs for the village information boards based around Cllr McLean's original design and to progress this project would be deferred until the next meeting.

## 13. Bins

- 13.1 It was noted that the wheelie bins have now been put in housing so they can be used for any type of waste. However, they have been sited in a different area than where they had previously been, and complaints have been received. The Council has been working with East Suffolk to consider if they can be moved from where they have been placed once the new East Suffolk Services is up and running in July. Councillors will be kept informed of the progress.

## 14. Litter Picking

### Updating on the litter picking.

- 14.1 It was noted that the litter picking continues to operate on a Monday and Friday.
- 14.2 Councillors noted that funding is available for a variety of items for litter picking by Highways and a bid is being looked at to consider what is wanted (such as tools needed for kerb clearing) and can be requested.

## 15. The Marsh

### Update on the marsh

- 15.1 It was noted that work continues at the marshes under Cllr Boyles supervision where all paths have been strimmed and cleared.
- 15.2 It was considered that a site visit for new Councillors and staff would be a worthwhile activity.

## 16. Community Spaces

### Roy Brown's Garden

- 16.1 It was noted that the company who were contacted about doing the work can work with the landscape architect to redesign the garden based on the ideas which have been submitted to the council previously. A meeting to progress this will be organised and interested parties will be invited to take part in order so a set plan can be worked on so the garden has a chance to establish itself over the winter/spring. Councillors noted that the committee's maximum authorisation limit is £500 and they felt that it would be wise to get an indication of the cost before setting a budget however if the costings are not received before the next meeting then the cost could be referred to Finance & Governance for consideration in order that the project is not delayed.
- 16.2 Remembrance Plaques  
To note that once we have more knowledge of using the website and new finance system a specific page will be set up for memorials and a paper version will also be available for people who do not have access to internet.

## 17. Maintenance

- 17.1 It was noted that maintenance is ongoing and generally dealt with as quickly as it is identified. Any key works will be looked at being dealt with before we reach the main summer holiday season to ensure the public facing areas of Kessingland are well maintained.
- 17.2 It was noted that a meeting with East Suffolk Services is being arranged to discuss the options of taking services with them as a replacement to Norse, however, other providers may also be contacted.

## 18. Date of Next Meeting

- 18.1 The date of the next meeting is scheduled for 10am Tuesday 18<sup>th</sup> July 2023.

## 19. Items for the next agenda

- 19.1 Councillors are reminded that the last date for notifying the Clerk of items for the agenda is Monday 11<sup>th</sup> July 2023.

## 20. 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.*

## 21. Close of Meeting

Meeting closed at 11.35am.