



Minutes of the
Kessingland Parish Council Meeting
on Wednesday 8th March 2023
held in the Council Chamber, Marram Green

Members present:	Cllrs D. Boyle, C. Cook, M. Dunne, I. Graham, A. Green, S. James, J. McLean, L. Truman
Other Cllrs in attendance:	Cllr. L Smith
Others present:	None
Clerk to the Meeting:	N. Coleby (Parish Clerk)

186. **Welcome.**

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

187. **Oath of Office**

The oath of office was received from the Chair, Cllr McLean, and Vice-Chair, Cllr Graham of the council.

188. **Apologies for Absence.**

Apologies for absence were received from Cllrs Burden, Nicholls and Saunders. Cllr Cook proposed acceptance of the apologies. This was seconded by Cllr James with all in favour. It was also noted that Cllr Ladd had sent his apologies.

189. **Declarations of Interest.**

There were no Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the agenda and it was noted that there were no written requests or grants of dispensations for Disclosable Pecuniary Interests.

190. **Minutes of the Last Meeting.**

The minutes from the previous meeting held on 8th February 2023 had been circulated. Cllr Dunne proposed adoption as a true and accurate record. This was seconded by Cllr Boyle with all in favour.

191. **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.

191.1 Apologies were received from Cllr Ladd who was unable to attend or provide a report from Suffolk County Council.

191.2 Cllr Smith reported that East Suffolk Council have come up with a carbon neutral plan for local leisure centres and that East Suffolk are looking at possible ways to engage with people to improve their fitness following COVID and how this can work in conjunction with leisure centres. Cllr Smith congratulated the Parish Council for

winning the East Suffolk “Community of the Year” award and said that the winner had been kept secret from her until the night.

Cllr Smith reported that East Suffolk will be working in conjunction with a local cycle shop and the British Cycling Association to improve cycling within the village and therefore improving the green initiatives.

191.3 There were no comments received from any members of the public.

192. Finance.

192.1 It was noted that the Finance & Governance Committee meeting of the 22nd February was inquorate. However, there were important matters on the agenda which those present at the meeting agreed should come before parish council with a recommendation of those members present, Cllrs Green, McLean & Dunne.

192.2 The payments, income and expenditure, bank account balances and reconciliations from the RFO Report were noted. There were payments brought to this meeting to be authorised and Cllr Green proposed that the council authorise these payments. This was seconded by Cllr James with all in favour.

192.3 It was noted that discussions concerning the service charges for the Compass Suite have been moved to confidential session.

192.4 It was noted that a quotation for grass cutting at Francis Rd and Church Rd has been moved to the confidential session.

192.5 It was noted that discussions considering a recommendation regarding proposed purchases via the Civic & Ceremonial Reserve has been moved to the confidential session.

193 Governance

193.1 It was noted that information regarding the timetable for parish election in May have been circulated to all councillors. The Clerk has received nomination packs from East Suffolk for councillors and will be able to deal with submission of completed paperwork for existing councillors should they wish as well as any support in completion of the forms.

193.2 It was noted that information regarding becoming a councillor and the same timetable will be published in the Village News and on the website and social media and that it is planned to hold two new councillor sessions for any Kessingland residents.

193.3 It was proposed by Cllr Boyle that the council would operate with a reduced meeting schedule for March and April to deal with essential matters only. This was seconded by Cllr Cook with all in favour.

193.4 Cllr Dunne proposed appointing a Chairs Committee which could have delegated authority to make any emergency decisions on existing council policy during the pre-election period which will now start on the 16th March 2023. This was seconded by Cllr Cook with all in favour.

194 Climate, Culture, Community & Development Committee

194.1 It was noted that there has not been a meeting since the last parish council meeting.

195 Emergency Planning Committee

195.1 It was noted that there has not been a meeting since the last parish council meeting.

196 Events & Communications

196.1 The minutes of the Events & Communications Committee meeting of the 21st February 2023 were noted.

197 Leisure & Amenities

- 197.1 It was noted that there has not been a meeting since the last parish council meeting.
- 197.2 Councillors discussed a request from the East Anglia's Children's Hospice to have a gazebo at Roy Brown's Memorial Garden and were happy that as this is a charity event permission would be granted.

198 Personnel

- 198.1 The minutes of the Personnel Committee meeting held on the 11th January 2023 were noted and it was also noted that the minutes of the Personnel Committee on 7th March 2023 will go to the next ordinary meeting of the council. Councillors discussed offering training to existing members of staff that would help them expand on their skills should they wish to apply for any other jobs that may become available within the council.

199 Planning & Highways

- 199.1 The minutes of the Planning & Highways meeting of the 8th February 2023 were received, and it was noted that there was no meeting on the 22nd February as there were no planning applications, the minutes of the 8th March 2023 will go before the next Planning & Highways Committee and to the next ordinary meeting of parish council.

200 Reports Council Projects.

- 200.1 It was noted that that new safety matting has been installed under the junior climbing frame at Church Road Play Area.
- 200.2 It was noted that a meeting is taking place with Kessingland Primary School, parent representatives & the council to draw up governance documents for the Youth Culture Fund and also what initiatives will be employed to raise funds for future years.
- 200.3 It was noted that discussions have been ongoing regarding matters concerning Marram Green and that potential funding has been identified for replacing the concertina door on the ground floor and putting in a new timber and glass wall with double doors to return the building to its original use as a community hub. Cllr Boyle proposed that the council could be the body to complete the funding form for submission to support the library and the community to continue use of the building. This was seconded by Cllr Cook and unanimously agreed.
- 200.4 It was noted that the landscaping company who provided a quote have been contacted to see if they could do a design and specs so that the council could go out for quotes for the renovation work on Roy Brown's Memorial Garden. The Clerk will contact them again to discuss options and suggest that if they don't have a copy of the plans to have a meeting to discuss the requirements for the site.
- 200.5 It was noted that the demand for pet supplies has risen however we are now completely out of cat food and are low on dried dog food although we do still have a better supply of canned dog food. Cllr Boyle proposed that the council do not request any further food at this time and that council should make a £200 donation to the RSPCA and send a letter of thanks to show the councils appreciation for the donations that were received.
- 200.6 It was noted that a meeting of the community fridge group was held on 27th February 2023 which has set out next steps for the project. A meeting with Environmental Health is being arranged as well as with the Lowestoft Food Network. Once the meeting with Environmental Health has taken place there will be greater knowledge in place regarding the operation of the fridge project and then publicity will be increased as well as volunteers and food retailers contacted.

201 Reports from Councillors & Officers Relating to representative roles.

201.1 It was noted that Cllrs Boyle & McLean represented the council along with other members of the Kessingland community at the East Suffolk Awards on the 28th February where Kessingland won East Suffolk Community of the Year. It is planned to produce copies of the certificate for display around the village especially with all the organisations which have been particularly involved in working with the community, the trophy is on display in the council chamber. Council noted that the “Reclaim” plaque had been unveiled and was given a blessing which was attended by members of the public who congregated around the flag pole where the Ukrainian flag was flying. Reverend Bishop led a small prayer for the people of the Ukraine.

202 Date of Next Meeting.

The date of the next meeting of parish Council will be when the AGM is held at 7pm, 17th May 2023 and the next ordinary meeting will be held at 7pm, 14th June 2023.

203 Items for the next agenda.

The last date for notifying the Clerk of items for the agenda will be 5th June 2023.

204 Exclusion of the Press & Public.

Cllr Graham 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. This was seconded by Cllr Green with all in favour.

204.1 Council discussed the service charges for the hire of the Compass Suite. Cllr Boyle proposed that there is a charge of £10 for the first hour and £5 for any subsequent hours, and this was seconded by Cllr James with all in favour.

204.2 Council discussed a quotation for grass cutting at Francis Rd and Church Rd until the end of June and it was proposed by Cllr Green that council pay at the agreed rate in the quote until 30th June 2023. This was seconded by Cllr Truman with all in favour.

204.3 Cllr Graham proposed that three paintings of Kessingland that have been found are purchased from Civic & Ceremonial Reserve. This was seconded by Cllr Truman with all in favour.

205 Close of Meeting.

Meeting closed at 8.08pm.