

Kessingland Parish Council



Minutes of the Leisure & Amenities Meeting at 10.00am on Tuesday 26th September 2023 held in the Council Chamber, Marram Green

Members present: Councillors C. Cook, I. Graham, & J. McLean
Other Cllrs in attendance: None
Others present: None
Clerk to the Meeting: S. Hogg (Deputy Clerk) & D. Blowers (Admin/Committee Clerk)

41. Chairs Welcome

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

42. Apologies for Absence

Apologies for absence were received from Cllrs Boyle, de Brea, Dunne & Truman. Cllr Cook proposed acceptance of the apologies, this was seconded by Cllr Graham with all in favour.

43. Declarations of Interest

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.

44. Minutes of the Last Meeting

Cllr Cook proposed the minutes of the Leisure Committee meeting that was held on 18th July 2023 be adopted as an accurate record of the meeting. This was seconded by Cllr Graham with all in favour.

45. Public Forum

None

46. Allotments

General Matters

46.1 It was noted that a visit to all allotment sites took place and it was reported that a few plots were not being maintained to an acceptable level, some of them appear to be partially tended. Letters were sent to the relevant plot holders asking them to bring their plot back up to standard.

- 46.2 It was noted that some of the plots that required some work had been partially maintained, so it was questioned whether some of the plots had been left due to wildlife diversity. The committee agreed that an additional section in the tenancy agreement was required to advise plot holders that although the council realises that wildlife area are beneficial they need to be maintained appropriately and should not impact on other plots. A draft of this will be brought to the next meeting for approval.
- 46.3 It was noted that weave membrane has been purchased and will be used to cover unoccupied plots.
- 46.4 The committee discussed obtaining quotes from local garden contractors to clear allotment sites that require being brought back up to standard in order to make them more appealing to potential tenants. Cllr Graham proposed that this would be a good move for the council and some local contractors were suggested. This was seconded by Cllr Cook with all in favour.
- 46.5 Cllr Graham proposed that the council should contact local contractors to and obtain quotes to clear rubbish that has accumulated on the allotment sites and also if tenants continue to fail to remove their rubbish they will be notified that the council would have no choice but to increase the cost of rent to cover the cost of the removal. This was seconded by Cllr Cook with all in favour.
- 46.6 It was noted that Allotment Renewal letters have been issued for the 2023/24 allotment year.
- 46.8 It was noted that a new condition has been added to clause 7 on the allotment tenancy agreement:

If any structures or equipment are left on site at the end of the tenancy the Council will consider if they are beneficial to the site and if they are they will become part of the site inventory, if not the tenant will be required to cover the cost of removal.

- 46.8 It was noted that in response to the correspondence that has been sent out to allotment holders several plots have now become vacant. There isn't anyone currently on the waiting list so plot availability will be advertised on Facebook and in the newsletter.

47. Francis Road

Maintenance/Improvements

- 47.1 it was noted that all the new benches and bins have been sited at the playing field, but the snakes and ladders bench has been vandalised and replacement vinyl has been requested.
- 47.2 it was noted that a meeting took place on 1st August with the CEO of East Suffolk Services with regards to the contract maintenance that was previously carried out by Norse. The Clerk is awaiting further information which will be provided once it has been received.
- 47.3 it was noted that a pitch assessment is required and funding will be applied for to cover the cost of improvements that may be needed. A further meeting will be arranged with the football club to discuss other matters that may arise.
- 47.4 The committee considered a pitch layout and noted that there will be three pitches, two adult sized and one child. It was also noted that the Clerk has contacted Suffolk FA with regards to grass length.

- 47.5 It was noted that a meeting has provisionally been arranged with Greenest County on 10th October regarding potential grant funding for improvements at Francis Road.
- 47.6 The committee discussed installing a screen in the mens toilet to provide privacy for users of the urinal but felt that installing a slow spring on the door to ensure it closes would be a better option. Cllr Cook proposed that quotes are sought for this. This was seconded by Cllr Graham with all in favour.
- 47.7 To consider whether the council should purchase a leaf blower (Confidential) Some matters relating to this may be Confidential.
- 47.8 it was noted that options for locking Francis Road playing field when in use by other organisations was discussed at the last Parish Council meeting.

48. Play Equipment

- 48.1 Inspections & Maintenance
It was noted that there has been no further complaints regarding the musical equipment and the individual who made the complaint was contacted to advise we were monitoring the situation.
- 48.2 It was noted that a revised quote for the accessible path and the additional matting around the junior swings at Church Road has been received but as it exceeds this committees delegated authority the quote shall be taken to the Finance committee for approval.

49. Noticeboards

Council Notice Boards

- 49.1 To note that a quote has been received to add notice boards to the bus shelter in Field Lane, however it seemed somewhat higher in price than expected, we are awaiting an updated quote and this will be provided at this meeting if they are provided in time (Confidential)
- 49.2 It was noted that a meeting to discuss the timber bus shelter in the High Street that will be used as an information hub for the community did not take place at 3pm on 2nd October as it will be re-arranged.
- 49.3 The draft designs for the information boards require some updates and will be brought to the next meeting for approval.

50. Bins

- 50.1 It was noted that we are still awaiting the labels from East Suffolk to say that dog waste bags will be accepted in all bins, an email has been sent chasing this up.

51. Litter Picking

Updating on the litter picking.

- 51.1 it was noted that the litter picking continues to operate on a Monday and Friday and that the beach clean will cease by the end of October.
- 51.2 it was noted that an application for funding to purchase a variety of items for litter picking has been submitted on behalf of the council and we are still awaiting feedback.

52. The Marsh

Update on the marsh

- 52.1 it was noted that work continues at the marshes under Cllr Boyles supervision. Conservation work has started and bug hotels are being made.

53. Community Spaces

Roy Brown's Garden

- 53.1 It was noted that the Clerk has had communication with the landscape gardener and a site visit will take place 10am, 5th October.
- 53.2 Kit was noted that a request by a local resident to add solar powered lighting to the beacon was discussed at the last Parish Meeting.
- 53.3 Kessingland Kitchen & Wildlife Garden
It was noted that a quote has been received regarding the installation of water at the community garden but as it exceeds this committees delegated authority it will go before the Finance and Governance Committee to be approved.
- 53.4 It was noted that a letter of thanks has been send on behalf of the council to the gentleman who kindly donated the new oak tree to replace the platinum jubilee tree which was unfortunately vandalised.

54. Maintenance

- 54.1 It was noted that the General Factotum has repaired the ramp to the entrance of Francis Road car park by repairing and reusing old fixings and therefore saving the council the cost of purchasing new ones.
- 54.2 It was noted that the pole that is used for the SID on Field Lane is corroded and needs to be replaced. East Suffolk Highways safety team have been informed of this and we have been advised that due to a handover of contracts with a new contractor which will take place on 1st October there may be a wait for the post to be repaired.
- 54.3 It was noted that the ladies toilets have been repainted.
- 54.4 It was noted that the sensors to the taps in the ladies toilets have been repaired.
- 54.5 To note that a wall holding the metal grate at the entrance to the Church Road car park has eroded and needs to be repaired. One quote has been received and two further quotes have been requested (Confidential).

55. Date of Next Meeting

It was noted that the date of the next meeting is scheduled for 10am Tuesday November 2023.

56. Items for the next agenda

Councillors were reminded that the last date for notifying the Clerk of items for the agenda is Thursday 9th November 2023.

57. 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 McLean with all in favour.

- 57.1 The committee discussed whether the council should purchase a leaf blower but felt that as the council had declared a climate emergency and the blower would be fuelled by petrol it would not be an environmentally- friendly purchase. Therefore, Cllr Cook proposed that the council does not purchase one, this was seconded by Cllr McLean with all in favour.
- 57.2 It was noted that updated quotes for notice boards to the bus shelter in Field Lane have still not been received but will be brought to the committee once received.
- 57.3 It was noted that a wall holding the metal grate at the entrance to the Church Road car park has eroded and needs to be repaired. The quotes had not been received in time for the meeting but will be brought to the next meeting,

58. Close of Meeting

Meeting closed at 11.05am.