

KESSINGLAND PARISH COUNCIL



Minutes of the meeting of
Kessingland Parish Council
At 7.00pm on Wednesday 10th June 2026
Held in the Council Chamber, Marram Green

Members Present: Councillors D. Boyle, C. Cook, N. Glendinning, I. Graham, A. Green, S. James (Chair), J. McLean, B. Saunders & B. Nicholls
Others Present: Cllrs A. Lever & C. Cox (SCC)
Clerk to the Meeting: S. Hogg (Acting Parish Clerk) and D. Blowers (Admin/Committee Clerk)

27. Chair's welcome

The Chair welcomed the Committee and explained the meeting protocol.

28. Apologies for absence.

- 28.1 Apologies for absence were received from Cllr Pope-Brannon with the acceptance of apologies proposed by Cllr McLean, seconded by Cllr Glendinning with all in favour.
- 28.2 Attendance and Apologies at LCE Meeting. (Confidential)

29. 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.

30. Minutes of the previous meetings.

The minutes of the Extra-Ordinary meetings held on the 7th May 2025 & 30th March 2026 and also the meeting held on the 8th April 2026 had been circulated and Cllr Saunders proposed they were adopted as an accurate record of the meetings. This was seconded by Cllr McLean with all in favour.

31. Reports

- 31.1 A report from Suffolk County Councillor Ash Lever was received and circulated to all councillors for review. The newly appointed Suffolk County Councillor, Chris Cox, also introduced himself at the meeting.
- 31.2 A report from East Suffolk Councillor Alan Green was received. He spoke about the upcoming Community Partnership meeting scheduled for July, as well as the numerous complaints regarding the new bins.

32. Public Forum

- 32.1 There were no members of the public attending.

33. Audit

- 33.1 Cllrs noted that the internal audit report 2025-26 had been returned and a report containing the comments and recommendations from the auditors had been circulated to all councillors. The clerk will action these recommendations in a timely manner.
- 33.2 It was noted that following this meeting, documents will be issued to the external auditor.
- 33.3 Councillors resolved to answer 'yes' to all assertions on the Annual Governance Statement Section 1, for the financial year 1st April 2025 to 31st March 2026 and 'no' to assertion 4, as per the 2024/25 External Audit report. This resolution was proposed by Cllr Mclean, seconded by Cllr Boyle with all in favour.
- 33.4 Cllr Saunders proposed acceptance of the Accounting Statement, section 2, for the financial year 1st April 2025 to 31st March 2026. Cllr Nicholls seconded with all in favour.

Both sections of the AGAR were duly signed by the RFO and Chair of the council ready for submission to the external auditor, PKF Littlejohn.

- 33.5 Cllr Boyle proposed acceptance of the bank reconciliation as of the 31st March 2026. Cllr Cook seconded with all in favour.
- 33.6 Cllrs noted that the notice for exercise of public rights will be posted on the website and noticeboards on the 12th June 2026 giving the period of inspection as the 16th June to 27th July 2026.

34. Leisure, Communications & Events

- 34.1 Cllrs noted the minutes of the Leisure, Communications & Events meeting held on the 16th March & 18th May 2026.
- 34.2 Cllrs noted the Village Information boards are now placed around the village.
- 34.3 To consider a quote to repair potholes at the KSSC carpark. (See Item 35.6)
- 34.4 Cllrs noted that the noticeboard has been reinstated on the High Street.
- 34.5 To consider quotes to replace fencing at Roy Browns Garden.
It was resolved to proceed with the replacement of the fence. Further details will be recorded in the confidential minutes of the meeting.

35. Finance & Governance

- 35.1 Cllrs noted the minutes of the Finance & Governance meeting held on 3rd & 30th March, 14th April & 12th May 2026.
- 35.2 Cllr McLean proposed setting a fee of £250 for the installation of a concrete base should a member of the public require one for a memorial bench. This amendment has been added to the memorial policy as per item 35.3 on this agenda. This was seconded by Cllr Green with all in favour.
- 35.3 Cllr Green proposed the adoption of the updated Memorial Policy V1 as recommended by the Finance and Governance Committee. This was seconded by Cllr Nicholls with all in favour.

- 35.4 Cllr Saunders proposed adoption of the Annual Leave Policy V1 as recommended by the Finance and Governance Committee. This was seconded by Cllr Cook with all in favour.
- 35.5 Cllr Nicholls proposed discontinuing the use of petty cash, as recommended by the F&G Committee, but retaining the option to use it in case of emergencies where cash may be required. This was seconded by Cllr Cook with all in favour.
- 35.6 To consider a quote for the KSSC car park pot holes.
It was resolved to proceed with the repair of the pot holes. Further details will be recorded in the confidential minutes of the meeting.

36. Personnel

- 36.1 Cllrs noted the minutes of the Personnel meeting held on 11th March & draft minutes of 7th April 2026.
- 36.2 Staffing matters.
Personnel matters relating to staff will be recorded in the confidential minutes of the meeting.

37. Planning & Highways

- 37.1 Cllrs noted the minutes of the Planning & Highways meeting held on the 15th April, 6th May & drafted minutes of 20th May 2026.
- 37.2 It was noted that a meeting will take place at 10am, Monday 15th June 2026 to discuss the Kessingland Neighbourhood Plan. A copy of the plan will be sent to both of the new SCC Cllrs.

38. Other Council Business

- 38.1 it was noted that the Parish Council has been awarded The Seaside Award 2026.
- 38.2 The Chair discussed the Emergency Planning Committee and encouraged members to participate.
- 38.3 Cllrs were asked to consider including a regular article in the Village News highlighting the Council's activities. Although no formal vote was taken, the Chair requested that each Committee Chair submit a brief paragraph to the editor each month outlining the work and achievements of their committee for the benefit of the village.
- 38.4 A complaint regarding the lack of parking provision for campervans in the village was noted, a letter has been sent in response.
- 38.5 The engraved Freedom of the Village medal has been received, and consideration of the presentation will be recorded in the confidential minutes of the meeting.
- 38.6 The Mates on Mondays group. (Confidential)

39. Other matters

The Chair and the Chair of the F&G Committee appealed to councillors for two additional members to join the committee, highlighting its importance. Cllr Cook stated that she would return to the committee.

40. Date of Next Meeting

It was noted that the date of the next meeting will be held at 7pm on Wednesday 8th July 2026.

41. Items for the next agenda

The last date for notifying the Clerk of items for the agenda will be Monday 29th June 2026.

8.30pm. A ten minute comfort break was taken

42. Exclusion of the Press & Public

Cllr Green 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 Boyle seconded the motion with all in favour.

43. Close of meeting

This meeting closed at 9.15pm.