Clerk: Mrs Joanna Otte,

Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN

Tel. 01328 822366 email: [Kettlestonepc@googlemail.com](mailto:Kettlestonepc@googlemail.com)

Website: <http://kettlestoneparishcouncil.norfolkparishes.gov.uk/>

You are invited to the **Annual Parish Meeting** on

**Wednesday 5 May 2021** at 7:30 pm via Zoom

Please follow this link to join the Zoom Meeting: <https://us02web.zoom.us/j/89537967077>

**AGENDA**

1. Apologies for absence
2. Minutes of previous Annual Parish Meeting (20 May 2019 – meeting in 2020 was cancelled due to coronavirus restrictions) to be signed.
3. Public Participation: Limit to five minutes per person

Chair to close the Annual Parish Meeting

To: G Ashby (Chair), C Hipkin, M Hoad, T Hoad, R Kilbourn, (Vice-Chair)

cc: V FitzPatrick (District Councillor), S Aquarone (County Councillor), SNT Fakenham

# **You are summoned to the Annual Meeting of Kettlestone Parish Council on**

# **Wednesday 5 May 2021 at 7:30 pm**

(in accordance with the corona virus Regulations this meeting will be via Zoom)

Please follow this link to join the Zoom Meeting: <https://us02web.zoom.us/j/89537967077>

Members of the public who wish to raise matters of concern may also do so by email [kettlestonepc@googlemail.com](mailto:kettlestonepc@googlemail.com) or telephoning the Clerk 01328 822366

Comments and decisions will be published in the usual way in the Minutes which can be viewed on the website <http://kettlestoneparishcouncil.norfolkparishes.gov.uk/>

Signed: *Joanna Otte* Date: 28 April 2021

AGENDA

Welcome

1. The Chair will ask for nominations for the **Election of Chair**.
   1. The new Chair will complete a declaration of office form.
2. The new Chair will ask for nominations for the **Election of Vice-Chairman**.
3. To consider **the co-option** of two people to fill the vacancies on the Parish Council.
   1. New councillors will complete a declaration of office.
4. **Policies** 
   1. **To note / review** <https://kettlestoneparishcouncil.norfolkparishes.gov.uk/parish-council/policies-and-guidance/>
      1. Code of Conduct (adopted 2012)
      2. Planning Protocol
      3. Financial Regulations (January 2014, last reviewed May 2019)
      4. Standing Orders (new model adopted May 2018, last reviewed May 2019)
      5. Annual Risk Management Assessment (updated May 2021)
      6. Data Protection Policy (revised policy adopted May 2019)
         1. To note that there were no requests nor breaches during the period since May 2019
         2. ‘Things to Remember’ to be circulated to all councillors
5. **Allocation of responsibilities** 
   1. Planning Advisory Group – all councillors
   2. Data Protection Working Group
   3. Monitor of structures: bus shelter, notice board, village sign, seat
   4. Distribution of newsletter
   5. Internal account checker
   6. To confirm Internal Auditor: Stafford Snell
   7. To nominate a Trustee for Village Hall Committee
   8. To nominate a Trustee for Kettlestone Charities
6. **Apologies**
7. **Declarations of pecuniary interest** by the Councillors in any of the agenda items listed below.
8. **Minutes of the previous Meeting** (15 March) to be approved for signing as a true record.
9. **Matters arising**: Progress on items from previous meetings for information or reminders only. Items not on this agenda requiring decisions will be placed on the agenda for the next meeting.
10. The meeting will be temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors and police to report.

The Chair will re-open the meeting.

1. Planning
   1. Planning **applications** received since the previous meeting.
      1. PF/21/0522: Retention of cabin (retrospective) at **Land South East Of Kettlestone House Holt Road.** Link circulated. The following comment was submitted on 13 April: Kettlestone Parish Council does not object to this application for retention of a log cabin, providing that: (1) the cabin is not used for residential purposes; (2) planning permission is granted for a limited time only (temporary planning permission). Additional comment submitted 19 April: Having read the Landscape officers comments, Kettlestone Parish Council is disappointed at the misleading description of the site in this application. The Parish Council wishes to emphasise that it would certainly not accept measures in any way detrimental to wildlife or increasing light pollution.
      2. PF/21/0875: External alterations to barn (with extant permission for change of use to a dwelling), including installation of flue, photovoltaic panels and timber cladding at **Merryweather House Holbrigg Lane**. Link circulated. The following comment was submitted on 28 April: Kettlestone Parish Council objects to this application for the following reasons: 1. the presence of bats; 2. the installation of a wood burner which has known pollution and health risks and suggests that alternative arrangements are put in place such as an air-source heat pump which is less detrimental to the environment and to health.
      3. PF/21/0886: First floor extension over existing single storey side extension at **6 Pensthorpe Hall Cottages Fakenham Road Pensthorpe**. Link circulated. No objection submitted on 28 April.
      4. PF/21/0977: Alterations to conservatory including replacement roof and installation of timber cladding; two roof lights and folding balcony roof window to front elevation; detached garage to front of dwelling at **The Hawthorns 120A The Street**. Link circulated.
   2. **Decisions** made by the District Council since the previous meeting.
   3. **Withdrawn applications**
      1. PF/18/1460: Erection of 1No. additional duck rearing unit and 1No. straw barn at Clipstone Farm House. WITHDRAWN
2. **Highways and footpaths:** 
   1. **Items to report**:
   2. **Update on items previously reported**
      1. Flooding at the pond crossroads. Highways cleared out and repaired the ditches and erected wooden bollards near the junction.
      2. Damage to Green Lane as a consequence of the Anglian Water closure of the A148 at the Green Man. Highways have requested that Anglian Water make good the verges. A request has also been put forward via the County Councillor for the verges to be reseeded with early and late blossoming wild flowers. The Highways department has confirmed that work to repair damage has been completed.
3. To consider re-seeding the verges on Green Lane with early and late nectar producing flower
   1. A resident has offered to assist the Parish Council with seeding the verges with early and late nectar-bearing wild flowers to support insects and wildlife. The major cost would be machinery to prepare the verges.
4. **Accounts and Annual Return**
   1. To **approve annual accounts**, which have been checked by Robert Kilbourn.
   2. To note the **report from the Internal Auditor** Stafford Snell:
   3. To approve and sign the Annual Governance and Accountability Return (AGAR):
      1. The **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations.
      2. **Accounting Statements** for 2020-21.
   4. **Exemption from Limited Assurance Review**. To confirm that the Parish Council has met the relevant criteria for Exemption and to complete the Certificate of Exemption (which will be sent to the appointed External Auditor PKF Littlejohn LLP).
   5. To note that the following documents will be published on the website as required: Certificate of Exemption, Annual Internal Audit Report, Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements), analysis of variances, bank reconciliation, notice of the period for the exercise of public rights. The latter will also be placed on the notice board.
5. **Financial business** to consider payment of invoices and other financial business.
   1. Balances as at 31 March 2021: Current account £1,206.34; Savings account £5,289.26
   2. Receipts since previous statement: 13p interest
   3. Regular payments since previous statement: salary and on-costs.
   4. Payments to approve:

|  |  |  |
| --- | --- | --- |
| to whom | cheque no | Amount |
| J Otte (expenses including newsletter for April and May) |  | £26.59 |
| Norfolk Association of Local Councils (annual subs including website hosting) |  | £130.70 |
| CPRE (annual membership) |  | £36.00 |

1. **Covid-19 support**
   1. Hardship Grants
2. **Environment**
   1. Litter Pick
   2. Climate Emergency Group
3. **Maintenance**
   1. Village Sign: has been re-erected. Thanks to all to those who helped in the refurbishment and re-erection.
   2. Bus shelter and Book Swap
      1. Quotes replacement
         1. Wards
         2. James Case
   3. Kettlestone Almshouse Charity Trust has agreed to allow the bus shelter to be replaced with a concrete base. The Trustees would like to put into effect a lease agreement (previously discussed many years ago), on a year-by-year basis with a nominal rent of £1 per annum payable by standing order on 11 October. This lease will also provide the necessary evidence required by the Sustainable Communities Grant.
   4. Application to NNDC Sustainable Communities Grant (deadline 10 May)
4. **Correspondence** (circulated via email)
5. **Reports from parish councillors** and items for placing on the agenda for the next Meeting
6. Next Meeting of the Parish Council on Monday **19 July 2021** at 7:30pm (in the Village Hall) – virtual meetings will no longer be permissible unless the Government extends the corona virus legislation.