

KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,
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Present: D Burgis (Vice-Chairman), S Hipkin, M Hoad, R Kilbourn, T Rivett,
and: A Green (District Councillor), and 8 members of the public

Annual Meeting of the Parish Council on Monday 15 May 2017 following the Annual Parish Meeting at 7.30 pm in the Village Hall MINUTES

Welcome

- 1) The acting Vice-Chairman asked for nominations for the **Election of Chairman**. As no one present wished to stand as Chairman it was agreed to defer this to the next meeting.
- 2) The acting Vice-Chairman asked for nominations for the **Election of Vice-Chairman**. David Burgis was elected as the (temporary) Vice-Chairman (with the position to be reviewed at the next meeting).

Proposed	RK	Seconded	MH	vote	all
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- 3) **The following policies were noted and it was agreed that none needed to be changed.**
 - a) Code of Conduct (adopted 2012)
 - b) Transparency Code for Smaller Authorities (came into effect April 2015)
 - c) Standing Orders (reviewed Sept 2015, May 2016)
 - d) Financial Regulations (reviewed Sept 2015, May 2016)
 - e) Annual Risk Management Assessment (updated May 2017)
- 4) **Allocation of responsibilities**
 - a) Planning Advisory Group – all councillors
 - b) Monitor of structures (June and Dec): bus shelter, notice board, village sign, seat etc. M Hoad
 - c) Internal account checker: R Kilbourn
 - d) It was confirmed that Stafford Snell would continue as the Internal Auditor.
 - e) Representative on Village Hall Committee (deferred to next meeting).
- 5) **Apologies** from G Ashby and P Whitehead were accepted.
- 6) **Declarations of pecuniary interest** by the Councillors in any of the agenda items listed below. None.
- 7) **Minutes of the previous Meetings** (20 March) were approved and signed as a true record.
- 8) **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. None.
- 9) **The meeting was temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors and PCSO to report.**

NNDClr A Green: reported that funds were available in the Big Society Fund and that the District Council had agreed to rebuild Splash at Sheringham. She also noted that the Council was tackling problems with long-tem empty homes.

The Vice-Chairman re-opened the meeting.

10) Planning

- a) **Planning applications received** since the previous meeting. None
- b) **Decisions taken by the District Council** since the previous meeting. None

11) Highways and footpaths

- a) **Update on outstanding issues**
 - i) It was noted that the collapsed ditch on Green Lane had been repaired.
- b) **Items to report**
 - i) a tree had fallen across the restricted by way (near the little stream). S Hipkin would investigate and inform the landowner.

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12) The dog waste collection contract was reviewed

- Current arrangement with Scooper Dooper (issues with reliability) cost £2.50 per collection / per bin.
- Alternative arrangement via the District Council cost £3.20 per collection / per bin (minimum collection rate every two weeks).

It was agreed to stay with the existing arrangement for the time being.

13) Accounts and Annual Return

- The **accounts** which had been checked by G Ashby were approved and signed.
- The Annual Return for external audit:
 - Annual Governance statement** was approved and signed.
 - Accounting Statement** for 2016-17 was approved and signed.
- It was noted that the Internal Auditor, Stafford Snell stated that 'I have carried out the internal audit for Kettlestone Parish Council as required under the Accounts and Audit (England) Regulations 2011 (SI 2001/8 17). The accounts are as usual very well kept all other documentation is in order and the audit trail is easy to follow. Consequently there are no points I wish to raise with the Parish Council. Kettlestone Charity Accounts which have been disclosed do not form part of this internal audit.'

14) Annual subscriptions were considered

- Norfolk Association of Local Councils** (support, legal advice, training, website for parish council): £91.98. It was agreed to continue with this subscription.
- Norfolk PTS** (support, legal advice, training): £36.00. It was decided to leave this one.
- Community Action Norfolk** (support for mostly charitable organisations in Norfolk): £20.00. It was decided not to renew this subscription.
- Campaign to Protect Rural England**: £36. It was agreed to renew this subscription.

15) To consider quotes for insurance

- Ecclesiastical: £320.75 (or £304.71 for 3year long term agreement)

It was agreed to wait for the other two quotes and circulate before making a final decision: probably to take the cheapest with a 3 year LTA.

16) Financial business to consider payment of invoices and other financial business.

- Receipts** since previous statement were noted: Transparency Code Grant £258.75; Precept £1,800 and LCTSG £55
- Balances on bank statements** were confirmed as at 28 April 2017: Current Account £3,661.07; Savings Account £3,272.90.
- The following **payments** were approved:

to whom	cheque no	amount
J Otte (expenses)	100360	33.03
Stafford Snell (internal audit)	100361	20.00
Norfolk Association of Local Councils (annual subs)	100362	91.98
Campaign to Protect Rural England (annual subs)	100363	36.00

17) Parish Plan Actions: none

18) Reports from Parish Councillors: none

19) Correspondence circulated as usual

20) Other business for placing on the agenda for the next Meeting

a) Maintenance

- Village Sign (quotes and advice for repairs / replacement).
- Election of Chairman and Vice-Chairman
- Representative on Village Hall Committee

21) Date & time of next meeting of the Parish Council: at 7.30pm on **Monday 17 July 2017** in the Village Hall.

Meeting closed at 8.30 pm

Signed 
Chairman

Date... 17.7.17