

KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,

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Present: G Ashby (Chairman), D Burgis, S Hipkin, R Kilbourn,
and A Green (District Councillor) and one member of the public

Meeting of the Parish Council on **Monday 2 October 2017 at 7.30 pm** in the Village Hall

MINUTES

Welcome

- 1) **Apologies** from M Hoad, T Rivett, P Whitehead, S Aquarone (County Councillor), PC Dawson (SNT Fakenham) were accepted.
- 2) **Declarations of pecuniary interest** by the Councillors in any of the agenda items listed below. None.
- 3) **Minutes of the previous Meetings** (17 July) were approved and signed as a true record.
- 4) **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.
- 5) **The meeting was temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors and PCSO to report.**

NNDCllr A Green reported

- The River Stiffkey is to be taken over by the Internal Drainage Board from the Environment Agency.
- Graham Connolly (Housing Officer) is available to give a presentation to Parish Councils on Exception Housing Schemes.
- The Highfield Car Park in Fakenham is to be developed to provide flats for over 55s, but some public parking will remain.

The Chairman re-opened the meeting.

6) **Highways and footpaths**

a) **Items to report**

- i) Overgrown hedge between 7 The Street and Willow House.
- ii) Thanks to David for cutting back a broken branch in the hedge near Alethorpe – which revealed a collection of broken wing mirrors.

b) **Update on outstanding matters**

- i) It was noted that the potholes on the western end of The Street had been repaired and that the fallen tree on the footpath had been cleared away.

7) **Planning**

a) **Planning applications received** since the previous meeting. None.

b) **Decisions taken by the District Council** since the previous meeting.

- i) Erection of single storey rear extension & removal of flat roof with replacement pitched roof at **Dane House**, The Street ref: PF/17/0865. **Approved.**
- ii) Erection of 1No. Additional Duck Rearing Unit and 1No. New Straw Barn as an Extension to the Existing Facility at **Clipstone Farm House** ref PF/17/0862. **Refused.**
- iii) Erection of single storey extension to existing detached garage and conversion to residential annexe at **Jenever 100 The Street** ref PF/17/0901. **Approved.**
- iv) Erection of two storey side extension and single storey side /rear extension with external staircase at **Bedfords**, The Street ref: PF/17/0925. **Approved.**

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- v) Variation of condition 2 of planning permission ref PF/12/0566 to permit to operate Monday to Saturday from 08:00 to 19:00 hours and Sundays and Bank Holidays 08.00 to 18.00 hours at **Langor Hand Car Wash**, Norwich Road ref PF/17/1031. **Approved.**
- vi) Demolition and replacement of single storey rear extension at **Spring Cottage, 118 The Street** ref PF/17/1020. **Approved.**

c) Other planning matters

- i) It was noted that a couple of sites in Kettlestone had been identified in the District Council's call for sites and included in a HELAA appraisal. The sites were at Manor Farm (with capacity for 13 houses) and the old pub site on The Street / Holbrigg Lane (with capacity for 38 houses). A further two sites had been rejected because the capacity was too small. It was also noted that a couple of sites identified in Fakenham would bring development right to the Kettlestone Parish boundary.

*A Housing and Economic Land Availability Assessment (HELAA) is an appraisal of the amount of land available for housing and economic use and is required in order to assess the capacity of suitable land. Its purpose is to test whether there is sufficient land to meet the Objectively Assessed Need (OAN) and identify where this may be located. **The HELAA does not allocate land for development or determine whether a site should be given planning permission for development. It will be for the Local Plan and the formal planning process to identify and allocate sites for development and to determine any application in accordance with local and national planning policy.***

- ii) Concern was raised again about the occupancy of the caravan on the field between Willow House and 7 The Street. It was noted that it should have been vacated some months ago.

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

- a) **Receipts** since previous statement: HMRC VAT refund: £67.06.
- b) **Regular payments** since previous statement: salary and on-costs.
- c) **To confirm balances on bank statements** at 29 August 2017:
Current Account £2188.19; Savings Account £3,272.90.

d) Payments:

to whom	cheque no	amount
J Otte (expenses) carry forward		

9) The completion of Audit for the year ended March 2017 was noted.

- a) The report from the External auditor (Mazars) stated: 'On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'
- b) The relevant notices had been placed on the notice board and uploaded to the website.

10) Maintenance

- a) It was agreed to clean the Village Sign (Gill Ashby), sweep the leaves from the bus shelter (Steve Hipkin), cut back overgrowth from footpath sign at Langor Bridge (Robert Kilbourn).
- b) Robert Kilbourn reported that he had brought grit and filled the grit bin.

11) Parish Plan Actions

- a) To consider setting a date for a litter pick. No date was set.

12) Reports from Parish Councillors: none.

13) Mail circulated as usual

- a) It was noted that Historic England is in the process of requesting that the **War Memorial** in the Churchyard is made a listed building.

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

- a) Setting the Budget and Precept for 2018-19

15) To confirm date & time of next meeting at 7.30pm on **Monday 20 Nov 2017**