Clerk: Mrs Joanna Otte,

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

and: V FitzPatrick (District Councillor and two members of the public

# **Meeting of Kettlestone Parish Council on Monday 15 March 2021 at 7:30 pm**

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

MINUTES

Welcome

1. It was noted with sadness the recent death of David Burgis who had been a parish councillor for many years. We had a moment of silence thinking of David and all that he had done for the Parish Council over the years.
	1. A notice of vacancy has been put on the notice board and the website.
2. **Apologies:** none.
3. **Declarations of pecuniary interest** by the Councillors in any of the agenda items listed below. None.
4. **Minutes of the previous Meeting** (18 January) were approved for signing as a true record.
5. **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.
	1. It was noted that a representative of the Parish Council was needed to join the Village Hall Committee (as stated in their constitution). Trevor Hoad said that he would like to have more information about the role. It was suggested that perhaps one of their members would like to be co-opted to fill one of the vacancies on the Parish Council and also be the representative.
6. **Co-option** to fill the vacancy / vacancies. There was no one forth-coming at present.
7. The meeting was temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors and police to report.
	1. NNDCllr V FitzPatrick had emailed his report which included information about customer services, Covid related support, the new taxi policy with handbook, funding available for affordable homes provision across the District (using section 106 payments). The District Council along with political parties are encouraging people to apply for postal voting for the County Council and Police and Crime Commissioner elections on 6 May.
	2. The Chair re-opened the meeting.
8. **Planning**
	1. Planning **applications** received since the previous meeting. None.
	2. **Decisions** made by the District Council since the previous meeting.
		1. PU/20/2663: Change of use of part of agricultural building to dwelling house (Class C3) and building operations reasonably necessary for the conversion (application to determine if prior approval is required) at **Merryweather House Holbrigg Lane.** Prior APPROVAL Given.
		2. PF/20/1030: Alterations to the external elevations of light industrial building associated with proposed conversion to **5 dwellings** subject of application ref. no. PU/20/0981**: Church Farm Barn.** APPROVED.
		3. PF/20/1020: External alteration to light industrial building associated with proposed change of use to **3 dwellings** subject of application ref. no. PU/20/0990: **Barn East Of Church Farm Barn.** APPROVED.
	3. **Additional planning matters**
		1. In the light of the decisions for approval for the conversion of the Church Farm and East Barns to 5 and 3 dwellings respectively, the Parish Council decided that it was important to make a further submission to the District Council supporting the application: **PF/20/2002**: Demolition of light industrial buildings (B1) and erection of 8 dwellings & associated works (C3) at **Church Farm Barn & East Barn**. It was agreed that the additional submission should request that if the officer view is to recommend refusal of this application, then the proposal should be sent to the Development Committee for consideration. The submission would state that the Parish Council was supportive of this proposal to build the eight dwellings making full use of the site as it would be a much more attractive development than the conversion of the industrial barns (which has been approved).
		2. The Chair noted that in the Officer’s report for the PU/20/2663 at **Merryweather House Holbrigg Lane** it is stated that: ‘Matters related to renewable energy requirements are not something that can be considered under Class Q and similarly installation of a wood burning stove could not be restricted through planning – it would only be the impact of any external flue that could be considered.’ It was agreed to write to the planning department asking at which stage in the planning process it was possible for comments to be made (and taken into consideration) regarding the use of wood burners (which are know to produce harmful particulates). The Clerk was also asked to find out if there would be another application following this one which was a Prior Approval or is this was the end of the planning process.
9. **Highways and footpaths**:
	1. Update on items previously reported
		1. 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 Clerk was asked to get a status update.
		2. **Flooding** at the pond crossroads. Highways have been asked to dig out the ditches and repair the culvert under the road to allow for the flow of water. To note that the pipes under manhole cover in the middle of the road show the route of the culvert.
	2. Items to report:
		1. Damage to road surface Green Lane (junction with Little Snoring Road)
		2. Churned up track on restricted road between Holbrigg Lane and Langor Bridge.
10. **Financial business** to consider payment of invoices and other financial business.
	1. Balances on statements at 26 February 2021:
		1. Current account £1,486.25;
		2. Savings account £5,289.13
	2. Receipts since previous statement: none
	3. Regular payments since previous statement: salary and on-costs.
	4. The following payment was approved:

|  |  |  |
| --- | --- | --- |
| to whom | cheque no | Amount |
| J Otte (expenses including newsletter for Feb and March) | 100429 | £68.68 |

* 1. **Employment**
		1. **Pensions Contributions**: The annual uplift for the employer’s contribution to the pension scheme from by 0.5% was formally approved. The amended standing order would be signed giving instruction to the bank increasing the monthly payment of employer’s and employee’s contribution from £48.95 to £49.81 from April 2021.
		2. **Local Government Pay Claim: It was noted that t**he national employers body have said that they will be unable to respond to the unions’ pay claim until after the May elections – so once again there will be a delay before an agreement is achieved, again resulting in a time lag in pay scales bring increased.  Unions representing local government workers have submitted a pay claim for an overall 10% pay increase.
1. **Covid-19 support**
	1. Hardship Grants: no applications received
2. **Environment**
	1. Fly-tipping
		1. Black plastic sacks had been removed
		2. Microwave on Green Lane had been reported and removed
		3. Fridge and other waste on track from Langor Bridge to Traveller’s site to be reported
	2. Problems of dog fouling appears to be improving
	3. Climate Emergency Group has not been able to meet, but information about the environment to be included in newsletters
3. **Maintenance**
	1. Bus shelter quotes to repair /replacement. The Clerk reported that initial talks had confirmed that an application for a grant towards the replacement of the bus shelter would be acceptable to the NNDC Sustainable Communities Fund. It was agreed to put in an application for a replacement structure to provide shelter for the children waiting for the school bus, and to house the Book Swap. This has been well received through the year of lockdowns and social distancing, it was a good community facility and with mental health benefits.
		1. It was decided that a similar wooden structure would be the most appropriate but with a higher entrance to allow head room for taller people, and also to have short front faces and proper built-in shelves. The access should also be accessible – level with the outside or with a small ramp.
		2. The Clerk was asked to write to the Trustees of Kettlestone Charities which owns the land, to inform them of the project.
	2. It was confirmed that arrangements were ready for the re-erection of the Village Sign when restrictions allow.
4. **Correspondence** (circulated via email)
5. **Reports from parish councillors** and items for placing on the agenda for the next Meeting
	1. The Chair asked about registering the Surveyors Allotment with the Land Registry. The Clerk suggested that this was not a necessity.
6. Items for **newsletter**
	1. Apology for poor printing of March newsletter. Encourage people to sign up for email distribution (newsletters also available via the website). It was hoped that the school photocopier could now be used again.
	2. Info from other bodies: Arthritis Action, Call to Carers (unpaid) for vaccination, Cancer Project Health Watch Norfolk, Gt Ryburgh Neighbourhood Plan (formal approval at May elections)
7. **Next Meeting** of the Parish Council (Annual Meeting) and the Annual Parish Meeting on Monday 17 May 2021 at 7:30pm (in the Village Hall) – virtual meetings will no longer be permissible unless the Government extends the corona virus legislation. It was decided that the Annual Meetings should be held online so unless the Government extended the corona virus legislation for virtual meetings beyond 7 May then the Annual Meetings would be held on **5, 6 or 7 May (to be confirmed in April)**